

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

BOARD OF TRUSTEES MEETING AGENDA TUESDAY, MARCH 26, 2024 * 7:00 P.M. * COURTROOM

ZOOM LINK: <https://us02web.zoom.us/j/88213872737?pwd=b0hhTGpBU1pvNUZXdjZXTm9HSkp2Zz09>

MEETING ID: 882 1387 2737 PASSCODE: 486134

1. **Roll Call**
2. **Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(e) to discuss Police Union Contract Negotiations**
3. **Pledge of Allegiance**
4. **Public Hearing**
5. **Public Comments on any subject without any action, except possible referral to a governmental body or staff member**
6. **Approval of Agenda**
7. **Approval of Minutes**
 - a. February 27, 2024 – Board of Trustees DRAFT Minutes
8. **Report of the Village President – James Koleski**
9. **Report of Fire Chief – Brian Naylor**
 - a. FD Report – February
10. **Report of Police Chief – Jason Hennen**
 - a. PD Chief Report – February
 - b. PD Report – February
11. **Report of EMS Director – Dr. Jon Robinson**
12. **Report of Village Clerk – Katie Panella**
 - a. Review and act on Termination Request from Elmbrook Humane Society for humane officer, Elias Meinzer.
 - b. Review and act on amendment to Ordinance 255 Cigarette License.
13. **Report of Village Manager – Thomas Harrigan**
 - a. Presentation from Ruekert & Mielke on Stormwater Permit.
 - b. Review and act on 2023 Annual MS4 Report (Stormwater to DNR).
 - c. Review and act on a request by Horizon Development for a transfer of assignment of the Development agreement for Elm Grove Heights, LLC, 13040 W. Bluemound Rd., contingent upon conditions which the Board may feel appropriate.
 - d. Review and act on Finance Director Recruitment Proposals.
 - e. Update on Ruekert & Mielke Grant Assistance Services.
 - f. Update on We Energies Resiliency Efforts in Elm Grove.
 - g. Review and Discussion on Village Pond Pier.

14. Report of Village Attorney – Hector de la Mora

15. Report of Standing Committees

a. Plan Commission – President Koleski

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

b. Library Board – Trustee Castile

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

1. Minutes 03/18/24

c. Public Works – Trustee Schindler

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

1. Minutes 3/11/24
2. Review and act on the recommendation for approval to allow the USGS to locate a fish camera monitoring facility at South Park.
3. Review and act on the recommendation for approval of the Highland Drive North Pedestrian Pathway Project construction bid.
4. Review and act on Resolution 20240326c in support of Highland Drive North Pedestrian Pathway.

d. Public Safety – Trustee Sayas

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

1. Review and act on Resolution 20240326b to approve the Suburban Critical Incident Team Agreement

e. Legislative – Trustee Stuckert

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

f. Park and Recreation – Trustee Shepherd

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

1. Minutes 03/12/24

g. Administrative and Personnel – Trustee Stuckert

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

h. Finance and Licensing – President Koleski

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

1. Review and act on Resolution 20240326a to amend 2023 Budget.
2. Project Updates and Financial Reports
3. Review and act on vouchers

16. Closed Session –

Motion will be made to go into closed session pursuant to Wis. Stats. 19.85(1)(e) to discuss update Police Union negotiations.

- a. Discuss and provide an update on Police Union negotiations

17. Reconvene into Open Session -

Upon conclusion of the closed session, a motion will be made to reconvene in open session, pursuant to Wis. Stats. 19.85(2) for possible discussion and/or action on matters discussed in closed session.

- a. Possible discussion and/or action on Police Union negotiations

18. Other Business

19. Adjourn

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Village Clerk, 48 hours prior to the meeting at (262) 782-6700 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the 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

13600 Juneau Boulevard
Elm Grove, WI 53122

BOARD OF TRUSTEES MEETING DRAFT MINUTES TUESDAY, FEBRUARY 27, 2024 * 7:00 P.M. * COURTROOM

1. Roll Call

The meeting was called to order by President Koleski at 7:04PM.

Present: 7 - President Koleski (appeared via Zoom), Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann

**Trustee Hillmann arrived at 7:19PM*

2. Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(g) to discuss update on Litigation(s), more specifically, Matthew Donahue v. Village of Elm Grove et al.; and Geoffrey D. Wilber v. Village of Elm Grove et al.; and judgements obtained against Triple J Generation, LLC; and judgements obtained against Crown Development & Advisors, LLC and Wis Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

3. Pledge of Allegiance

4. Public Hearing

5. Public Comments on any subject without any action, except possible referral to a governmental body or staff member

- i. Susan Freedy, 840 Kurtis Dr, commented on the Village Pond Pier and inquired where the funding of the pier came from, along with who authorized the purchase. Ms. Freedy expressed the pier should be removed and it should not be at tax payer's expense.*
- ii. Richard Schaefer, 13165 Lee Ct, commented on the Village Pond Pier and provided the Board of Trustees with a handout. Mr. Schaefer inquired about installation of the pier and believed the cost of the pier should have costed between \$12,000 and \$15,000.00.*

6. Approval of Agenda

Motion by Trustee Shepherd, second by Trustee Stuckert to approve the Board of Trustee Agenda for Tuesday, February 22, 2024. The motion carried by the following vote:

Aye: 6- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, and Trustee Castile.

7. Approval of Minutes

- a. January 11, 2024 – Special Board of Trustees DRAFT Minutes

Motion by Trustee Stuckert, second by Trustee Sayas to approve the January 11, 2024 Special Board of Trustees Draft minutes as amended. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- b. January 23, 2024 –Board of Trustees DRAFT Minutes

Motion by Trustee Stuckert, second by Trustee Sayas to approve the January 23, 2024 Board of Trustees Draft Minutes as amended. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- c. February 20, 2024 – Special Board of Trustees DRAFT Minutes

Motion by Trustee Castile, second by Trustee Hillmann to approve the February 20, 2024 Special Board of Trustees Draft The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

8. Report of the Village President – James Koleski

No Report

9. Report of Fire Chief – Brian Naylor

- a. Review and act on Explorer MOU Program

Chief Naylor explained the Fire Department is considering reinstating the Explorer MOU Program and are in the early stages of getting the program running. Chief Naylor explained the last time the Village Fire Department had the Explorer Program was 17 years ago and there was a lack of explorers.

- b. FD Annual Report 2023
c. FD Report – January

10. Report of Police Chief – Jason Hennen

- a. PD Annual 2023 Report
b. PD Chief Report – January
c. PD Report – January

11. Report of EMS Director – Dr. Jon Robinson

- a. EMS Statistics -2023

12. Report of Village Clerk – Katie Panella

- a. Review and act on Ordinance 2024-01, An Ordinance to repeal Section 19-5 of Municipal Code providing for the canvassing of absentee ballots for all elections in the Village of Elm Grove by the Municipal Board of Absentee Ballot Canvassers, commonly referred to as Central Count.

Clerk Panella provided an explanation regarding the concerns with Central Count and asked for the Board of Trustees to approve the processing of Absentee Ballots return to be processed within their polling locations.

Motion by Trustee Castile, second by Trustee Hillmann to approve Ordinance 2024-01, An Ordinance to repeal section 19-5 of the Municipal Code providing for the canvassing of absentee ballots for all elections in the Village of Elm Grove by the Municipal Board of Absentee Ballot Canvassers, commonly referred to as Central Count. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

13. Report of Village Manager – Thomas Harrigan

- a. Review and act on Publication of Request for Proposals (RFP) for Finance Director Recruitment Services

Village Manager Harrigan explained the Request of Proposals was an outcome from the January 20, 2024 Administrative and Personnel meeting, as well as the Special Board of Trustees meeting, for staff to draft the Request for Proposal, which indicated the request would be released February 28, 2024 and the closing date and time for submissions would be Wednesday, March 13, 2024 at noon with the intention all proposals received would go before the Board of Trustees during the March 26, 2024 meeting.

Trustee Sayas asked if the Village has received any applicants since the job has been posted. Village Manager Harrigan explained there have been no applicants, however, it has been posted to social media accounts for both Village and staff personal accounts, and there has been interest.

President Koleski inquired about excluding candidates from the Village's recruitment effort from qualifying for the RFP service. Village Manager Harrigan stated the proposal allows for flexibility; however, he would add rather than excluding candidates who have applied through the Village's existing effort, including them in the effort of the firm as well. Trustee Castile asked if the Village is still obligated to pay for the recruitment efforts if the Village finds a candidate without the recruitment efforts. Village Manager Harrigan explained it would be dependent on the verbiage of the contract and the safe guards are in place if the Village finds the candidate.

Motion by Trustee Shepherd, second by Trustee Schindler to approve the Request for Proposals for Finance Director as drafted by staff. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

b. Review and act on 4th Annual Earth and Arbor Day Celebration Special Event

Village Manager Harrigan explained the 4th Annual Earth and Arbor Day Celebration Special Event application received by the Beautification Committee, along with The Green Team will remain a vendor fair in the park. Village Manager Harrigan explained this year, the committees are proposing a recycling event in the north parking lot of Tonawanda with multiple vendors to take certain recycled items or materials residents would not normally be able to dispose of in the normal pick up or at the DPW yard.

Trustee Sayas requested a link to be added into the newsletter for specifics on what can/cannot be recycled during the event.

Motion by Trustee Schindler, second by Trustee Sayas to approve the 4th Annual Earth and Arbor Day Celebration Special Event for 2024. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

c. Discussion and update on Caroline Heights Construction project

Village Manager Harrigan explained the Village has retained Wachtel Tree Science for the external plan for the tree preservation to take place. Village Manager Harrigan explained Wachtel Tree Science conducted an onsite visit and compare the existing condition finding to the tree preservation plan that was approved within the development agreement. Village Manager Harrigan explained the Landscape Architect firm, RES, which the Mandel Group has obtained for this specific project, and the Wachtel Tree Science report are found to be accurate, however, noted omissions based on tree conditions, trees not picked up in the initial report or trees damaged during the January 12, 2024 snow storm.

Andrew Hellermann, Mandel Group and Ryan Raskin, Catalyst Construction appeared before the Board of Trustees and provided an update on construction. Mr. Hellermann explained the Historic Building renovations are going well. Mandel has framed all the walls and working on the mechanicals. Mr. Hellermann explained the exterior façade is ongoing, windows will be arriving and installed shortly. Mr. Hellermann explained for Building 2, wall framing is being completed on the second floor and a second crane has been set up for the south portion wall to start going up, in addition to the north walls continuing. Mr. Hellermann explained Building 3 the concrete foundation walls are ongoing. Mr. Hellermann explained Building 1 has the excavation and are digging the hole, and they are about halfway complete and should be wrapping up in the next couple weeks.

Mr. Hellermann explained they are still having challenges with cleaning of Watertown Plank Road from the dirt, dust, and debris. Mr. Hellermann explained the Watertown Plank Road challenges have been their number one item they have been corresponding with Village Manager Harrigan on. Mr. Hellermann explained they continue to update the plan and they have been completing more cleaning and sweeping. Mr. Hellermann stated the Mandel Group will continue to modify the plan and communicate with staff. Mr. Hellermann explained they are struggling with parking onsite. Mr. Hellermann explained they have extended the breaker stone to

about 60ft. Mr. Raskin explained they have an outside sweeper on Monday, Wednesday, and Friday, along with an onsite daily sweeper as well.

Trustee Stuckert addressed the tree inventory with Mr. Hellermann and Mr. Raskin. Trustee Stuckert explained the report has a few discrepancies and has requested to walk the site, for them to be pointed out to her and that has not occurred. Trustee Stuckert asked Mr. Hellermann if he can arrange an onsite walkthrough with the Village Forester. Trustee Stuckert explained there were several trees that were missing. Trustee Stuckert explained she would like to know style, species, and size of the trees. The current proposal to replace damaged trees with 2.5" caliper *Ulmus Americana* 'Valley Forge' Elms. Trustee Stuckert stated the trees removed were mature trees and asked for larger diameter trees. Trustee Stuckert stated the Village Forester recommend a variety of trees. Trustee Stuckert explained the property is the gateway to Elm Grove, it was a property that had lots of trees and acknowledged it will look very different. Trustee Stuckert stated what they can do to aesthetically keep the property as welcoming, with larger diameter trees that would benefit the Village. Mr. Hellermann stated he will let Village Manager Harrigan set up the site visit for Trustees, Mandel, and Wachtel.

Mr. Hellermann explained the reason they do not typically put the larger diameter trees in, is they do not have a sturdy base and they do not stand up very well.

Trustee Shepherd asked Mr. Hellermann to provide an update on the water infrastructure. Mr. Hellermann explained because we did not get a harsh winter, they are able to start utility work soon. Mr. Hellermann explained they are working through a change with the Village, as some of the pipes on the drawings on Mandel's side are not available and are doing a substitution. Mr. Hellermann stated the water along down Watertown Plank has the water mark on it and anyone looking to make the connection is now available. Mr. Hellermann explained they now have to bend down the neighborhood and go back towards Wauwatosa. Mr. Hellermann explained their engineer specified concrete pipes that are no longer made. Village Manager Harrigan stated the Village Engineer reviewed the substitution and is comfortable with the substitution.

Trustee Sayas asked if Mandel has purchased the rest of the property. Mr. Hellermann explained they have not, he believes the process is happening. Mr. Hellermann explained he is not involved in the purchase of the property. Village Manager Harrigan stated conversations have been had regarding the single-family homes and explained the property needs to be purchased before work can start.

President Koleski explained he would like to know the crane safety being done to protect residents and the community around the cranes. Mr. Raskin explained the cranes are on crane pads, which are tested for base and safeguarded. Mr. Raskin explained the cranes will free spin, they do not get tied down at the end of the night. Mr. Raskin explained if they are stationary is when they tip. President Koleski asked if there were any safety incidents on the site or anything reported to OSHA. Mr. Raskin stated no incidents, a third-party review was on property to make sure they were clean with asbestos removal and lead base paint removal in the Historic building. Mr. Raskin stated they had a good air quality test. President Koleski asked if there have been any environmental matters as dirt has been uncovered or any historical objects found. Mr. Hellermann stated they have an archeologist obtained; the work will happen when they get into the site utility portion on the south end of the site.

President Koleski stated a concern with laterals starting maintaining the openness of Watertown Plank Road needs to be coordinated. Trustee Sayas asked if Watertown Plank Road will have to be shut down. Mr. Raskin stated there will have to be shutdowns, they will not be as long. Trustee Sayas stated if businesses will be impacted by any closures, they will need to be notified. President Koleski stated they will not close down Watertown Plank Road. President Koleski stated if they have to do halfway activity and have a flagman on site that is what will be required in this process, unless there is safety or other issue that comes forward. President Koleski stated the disruption was extensive and extended, the objectives were not accomplished even in the extended period and Watertown Plank Road needs to be kept open.

d. Review and Discussion on Village Pond Pier

Village Manager Harrigan stated staff continued to look into the pier and provide the Board of Trustees with an update. Village Manager Harrigan stated he contacted Lake Country Barge and inquired if the pier was removed from the pond, what would the resale look like on the secondary market. Village Manager Harrigan stated staff went into the GoFundMe campaign, and explained when there is a fundraising platform, and the funds are withdrawn from the platform, there is no ability to go back in to redispense those funds to the donors. Village Manager Harrigan stated the funds were withdrawn in 2023 and there is no option to find out who the donors. Village Manager Harrigan explained any Public Works expenditure in excess of \$25,000.00 would require public bidding. Village Manager Harrigan explained the cost of the pier was less than \$25,000.00 and the \$28,000.00 includes other incidentals that were not taken into account for.

Trustee Stuckert stated the people who donated to the pier, did not necessarily donate to the pier, but to recognize President Palmer's efforts he gave to the Village. Trustee Stuckert stated if they would pull the pier, since it did not go through the proper channels, suggested the family and Mr. Palmer could find another way to use the funds for another form of recognition for Mr. Palmer other than the pier to make the Village whole. Trustee Stuckert stated there are other projects that would have benefited the community. Trustee Stuckert stated the idea the pier was fully paid for and she should would like to explore further pulling the pier.

Trustee Castile stated the obligation is to the citizens. Trustee Castile stated he would like to explore a more open dialogue conversation during the Committee of the Whole meeting to find the best options to recoup the costs.

Trustee Sayas asked Village Manager Harrigan what came out of reaching out to various organizations in the community to help fund the pier. Village Manager Harrigan stated the son was going to reach out to the organizations. Village Manager Harrigan stated contact was made with the Junior Guild and the Women's Club. Trustee Sayas asked what the next steps would be. Trustee Stuckert stated there should be a timeframe and date around asking the family to come up with the money. Trustee Stuckert stated there should be a plan in place if the Village is not made whole, then the Board should consider pulling the pier. Trustee Sayas stated she would like a timeline, when the pier was ordered? Village Manager Harrigan will email the Board of Trustees the timeline.

President Koleski stated the Village was a conduit for the purchase of the pier and was not intended to be a Village expenditure. President Koleski stated it was an expenditure under the understanding the donation money equaled to the value of the pier was to be brought forward. Trustee Schindler stated the originally did not specifically say the funds the family was raising would cover the entire cost. President Koleski stated the intent was there and they were raising money to buy the pier in honor of Mr. Palmer.

Trustee Castile stated the biggest thing owed to the citizen is a complete review of what happened and how it will be prevented in the future and if the company the pier was purchased from took advantage of the Village.

14. Report of Village Attorney – Hector de la Mora

No Report

15. Reports of Standing Committees

a. Plan Commission – President Koleski

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

President Koleski stated the Plan Commission did not meet, however, ZA will be coming forward to a future meeting with outdoor seating proposal, but have run into additional seating they would like to add and require additional permit changes.

b. Library Board – Trustee Castile

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

1. Minutes 2/19/24

Trustee Castile stated the 2023 Lights of Love raised over \$20,000.00. Trustee Castile stated the Annual Book Sale is March 8-10 and will be participating in the Earth and Arbor Day Event. Trustee Castile stated the library hours are back to the normal hours. Trustee Castile stated the Strategic Plan has been approved.

c. Public Works – Trustee Schindler

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

1. Minutes 2/12/24

Trustee Schindler stated Mr. Gesch, Engineer, Ruekert-Mielke, presented 90% plans for the Highland Pedestrian Pathway. Trustee Schindler stated Wisconsin Department of Transportation has reviewed the plans and had minimal concerns. Trustee Schindler stated Public Works is awaiting comments from CP Rail, which will be sent to the commissioner of the railroad asking to mandate the change to the CP Rail right-of-way.

Trustee Schindler stated Public Works will hold a special meeting on March 18th to review stormwater culvert on Highland. Trustee Schindler stated construction will begin in the middle of June.

Trustee Schindler provided an update on municipal water, the City of Wauwatosa has accepted the dedication of the water main along Watertown Plank Road and safe samples have been achieved, allowing the Watermark to proceed with their lateral connection.

Trustee Schindler and Village Manager Harrigan gave a presentation regarding the Underwood Creek Daylight Project at the Woman's club, where 90 people were in attendance and good discussion was had. Trustee Schindler stated the property owners affected by this project are in support of the project.

Trustee Schindler stated WE Energies will be spending approximately \$8 million dollars in the next few years to transition feeder lines underground as well as extensive tree trimming work to improve reliability of services to the Village.

d. Public Safety – Trustee Sayas

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

1. Review and act on amendments to Village Ordinance 275-4 Parking, stopping and standing.

Motion by Trustee Sayas, second by Trustee Hillmann to approve the amendments to Village Ordinance 275-4 Parking, stopping, and standing, Street: Underwood River Parkway; Side: North; Location: San Fernando to Hollyhock Lane. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

e. Legislative – Trustee Stuckert

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

The Legislative Committee did not meet.

f. Park and Recreation – Trustee Shepherd

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

1. Minutes 2/13/24

Trustee Shepherd stated Logan Kein, Rec Director, Richard Paul Jr., Public Works Director, Tom Harrigan, Village Manager, Katherine Gehl, Assistant Village Manager, held a construction kickoff meeting, set expectations with the contractors and did a site walk. Trustee Shepherd stated the contractor will start mid-spring, late April or early May.

Trustee Shepherd stated the committee discussed the committee had a public art discussion, which will go to a Committee of the Whole meeting, as the Village does not currently have a policy regarding public art.

Trustee Shepherd stated the committee approved a request made by Tonawanda PTO to rent the pool at a discounted rate and the pavilion free of charge. Trustee Shepherd this passed unanimously at the committee.

Trustee Shepherd stated Winterfest had seven active booths, had over 150 attendees and is looking to grow the event.

2. Review and act on Comprehensive Outdoor Park & Recreation Plan (CORP) RFP

Trustee Shepherd stated the RFP is conclusive to all amenities within the Village.

Motion by Trustee Hillmann, second by Trustee Sayas to approve the Comprehensive Outdoor Recreation Plan RFP as provided in the materials. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

g. Administrative and Personnel – Trustee Stuckert

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

Trustee Stuckert stated the committee met February 20, 2024 and reviewed the job description and Finance Director position. Trustee Stuckert stated the committee made a recommendation to the Board to put a RFP out for recruitment for the Finance Director position.

h. Finance and Licensing – President Koleski

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

1. Review and act on Bartender application for Joseph Caraggio

Motion by Trustee Stuckert, second by Trustee Sayas to approve the Bartender Application for Joseph Caraggio at the Western Racquet Club. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

2. Review and act on Resolution 20240227A to amend 2023 Budget.

President Koleski stated there is a typo in relation to the transfer of Storm Water, it should be \$275,000 from General Fund to Storm Water Fund.

Motion by Trustee Shepherd, second by Trustee Castile to approve the Resolution 20240227A to amend 2023 Budget to record fund revenues and expenditures, Library Gift Fund, Donation Fund, ARPA Fund, and inner fund transfers. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

3. Project Updates and Financial Reports
4. Review and act on vouchers

Motion by Trustee Stuckert, second by Trustee Schindler to approve the vouchers as submitted. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

16. Closed Session –

Motion will be made to go into closed session pursuant to Wis. Stats. 19.85(1)(g) to discuss update on Litigation(s), more specifically, Matthew Donahue v. Village of Elm Grove et al.; and Geoffrey D. Wilber v. Village of Elm Grove et al.; and judgements obtained against Triple J Generation, LLC; and judgements obtained against Crown Development & Advisors, LLC and Wis Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- a. Discuss and provide an update on litigations, more specifically, Matthew Donahue v. Village of Elm Grove et al.; and Geoffrey D. Wilber v. Village of Elm Grove et al.; and judgements obtained against Triple J Generation, LLC; and judgements obtained against Crown Development & Advisors, LLC.
- b. Discuss and consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Board of Trustees went into closed session at 9:08PM. The motion carried by the following roll call vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

ELM GROVE POLICE DEPARTMENT

DATE: March 20, 2024
TO: Village Board of Trustees
FROM: Jason Hennen, Chief of Police
SUBJECT: February 2024 Summary

Village Trustees:

Attached is the monthly report for February, 2024. While the police department is staffed to approved staffing levels, we will continue to operate at 2 officers below approved staffing levels until the two most recent hires, Amy Heggie and Nathan Anhalt, complete field training. I project we will be operating at approved staffing levels in April.

The Detective Bureau is currently working 9 active investigations, which includes 5 frauds, a burglary, a theft, a sexual assault, and a sensitive crimes investigation.

The attached CM Inquiry List report provides details on current active cases being investigated by the Detective Bureau and recent cases closed by the Detective Bureau.

During the month of March, Detective Mayer and Lenardic provided a presentation on identity theft to the Elm Grove Women's Club, officers were present at Winterfest in the Village Park, SRO Weber participated in "lunch with an officer" as a school incentive for students, and Weber also provided a presentation on the SRO program to the Elm Grove Citizen Police Academy Alumni Association's at their winter meeting. We are also looking forward to kicking off our 24th annual Citizen Police Academy class on April 10, 2024.



Jason Hennen
Chief of Police



Elm Grove Police Department
13600 Juneau Blvd, Elm Grove, WI 53122
(262)-786-4141

CM Inquiry Lists

Printed On: 03/20/24 11:32

Elm Grove Police Department

Case#	Invest#	Status	Assigned Date	Prim PF	Solv Fact	Highest - CAT
24-000108	24-000006	Open	03/19/24	Mayer, Craig A		06-Theft
24-000085	24-000004	Open	03/07/24	Mayer, Craig A		02-Sexual Assault
24-000075	24-000003	Closed	02/26/24	Mayer, Craig A		05-Burglary
24-000071	24-000005	Open	02/21/24	Mayer, Craig A		05-Burglary
24-000011	24-000001	Closed	01/09/24	Karasti, Kyle D		11-Fraud
23-000640	24-000002	Suspended	01/19/24	Mayer, Craig A		06-Theft
23-000630	23-000028	Closed	12/21/23	Mayer, Craig A		09-Other Assaults
23-000610	23-000027	Open	12/07/23	Mayer, Craig A		11-Fraud
23-000609	23-000026	Open	12/07/23	Mayer, Craig A		11-Fraud
23-000601	23-000025	Open	12/05/23	Lenardic, Sean Z		11-Fraud
23-000519	23-000003	Closed	11/22/23	Mayer, Craig A		11-Fraud
23-000495	23-000021	Closed	11/15/23	Lenardic, Sean Z		05-Burglary
23-000469	23-000002	Open	11/09/23	Mayer, Craig A		11-Fraud
23-000398	23-000001	Suspended	11/09/23	Mayer, Craig A		05-Burglary
23-000388	23-000009	Open	11/13/23	Lenardic, Sean Z		11-Fraud
23-000369	23-000008	Open	11/13/23	Lenardic, Sean Z		26-All Other Offenses
23-000368	23-000004	Closed	11/13/23	Mayer, Craig A		11-Fraud
23-000342	23-000007	Closed	11/13/23	Lenardic, Sean Z		06-Theft
23-000335	23-000006	Closed	11/13/23	Lenardic, Sean Z		05-Burglary
23-000248	23-000005	Closed	11/13/23	Mayer, Craig A		11-Fraud
23-000063	23-000024	Closed	11/30/23	Lenardic, Sean Z		18-Narcotic Law Violations

17. Reconvene into Open Session -

Upon conclusion of the closed session, a motion will be made to reconvene in open session, pursuant to Wis. Stats. 19.85(2) for possible discussion and/or action on matters discussed in closed session.

- a. Possible discussion and/or action on litigations, more specifically, Matthew Donahue v. Village of Elm Grove et al.; and Geoffrey D. Wilber v. Village of Elm Grove et al.; and judgements obtained against Triple J Generation, LLC; and judgements obtained against Crown Development & Advisors, LLC
- b. Possible discussion and/or action on employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Board of Trustees reconvened into Open Session at 11:01PM.

Motion by Trustee Hillmann, second by Trustee Stuckert to award bonuses for the calendar year 2023 to Dispatchers Carolyn Gasse, Wendy Priest, Marisa Hipp, Sara Courtier in the amount of \$500.00 recognizing efforts from each of those employees providing excellent services to our community as Dispatchers; provided bonuses to Assistant Chief Ryan Unger \$3,800.00 and Lieutenant Natalie Riley \$3,400.00 recognizing them for fulfilling duties above and beyond their normal positions while without a Police Chief and a bonus for 2023 for services for going above and beyond and providing additional services while short staffed to the Village Finance Director, Monica Hughes \$7,000.00. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

18. Other Business

None

19. Adjourn

Motion by Trustee Sayas, second by Trustee Stuckert to adjourn at 11:06PM. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.



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



1/1/2024 - 2/29/2024

	Jan	Feb	Total
911 Verify	22	18	40
911/TDD Test	3	5	8
Abandoned Vehicle	1	1	2
Accident-Personal Injury	2	1	3
Accident-Property Damage On	18	5	23
Accident-Unknown	1	0	1
Alarm Business	2	1	3
Alarm Residential	8	5	13
Ambulance Request	32	20	52
Animal Complaint	6	6	12
Area Check	2	2	4
Assist Invalid	6	6	12
Assist Other Ambulance Servic	1	3	4
Assist Other Fire Department	7	1	8
Burglary	1	1	2
CDTP	1	0	1
Community Relations	11	23	34
Court Order Vios/TRO/DOM/IN	0	2	2
Death Investigation	0	2	2
Disabled Vehicle	52	7	59
Disorderly Conduct	0	1	1
Duty Injury	0	2	2
Extra Patrol Request	2	1	3
Fire Alarm	1	2	3
Fire Department Call	34	2	36
Lockout	5	2	7
Lost Property	1	2	3
Missing Person	1	0	1
Mutual Assist to other PD	1	1	2



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



1/1/2024 - 2/29/2024

	Jan	Feb	Total
Noise Complaint	0	1	1
Open Door/Window Business	8	12	20
Open Door/Window Residence	3	5	8
Ordinance Violation	12	3	15
Parking Complaint	6	0	6
Patrol Info	2	0	2
Public Service	37	49	86
Recovered Property	1	1	2
Request Mutual Aid for Police	3	4	7
Request Mutual Aid-Ambulanc	1	0	1
Suspicion-General	4	7	11
Suspicious Person	2	5	7
Suspicious Phone Call	1	1	2
Suspicious Vehicle	5	6	11
Tavern/Tobacco Check	0	4	4
Theft	6	8	14
Traffic Complaint	2	7	9
Traffic Counter Deployment	1	1	2
Traffic Hazard	79	11	90
Traffic Stop	267	327	594
Weather Alert/Warning	0	2	2
Total	661	576	1,237

<u>CAD Dispositions</u>	Jan	Feb	Total
All Other Dispos	486	367	853
Verbal Warning	175	209	384
Total	661	576	1,237



Elm Grove Police Department

MONTHLY REPORT



Case Activity based on CFS Management Codes

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

CASES by CFS CODES	Jan	Feb	Total
Administrative	2	2	4
Bail Jumping	1	1	2
Burglary - No Forced	0	1	1
Burglary - No Forced Entry/Residence/Day	0	1	1
Carrying a Concealed Weapon	0	1	1
Death: Natural/Accidental	0	2	2
Disorderly Conduct	0	1	1
Driving/Operating Under the Influence -	2	1	3
Embezzlement - Business Property	0	1	1
Found/Recovered - Property	1	2	3
Fraud	1	0	1
Fraud - Impersonate/Identity Theft	0	1	1
Fraud - Swindle	0	1	1
Health or Safety	1	1	2
Hit and Run/Leaving the Scene of an	1	0	1
Informational Report/All Other	3	6	9
Liquor Laws - Tavern Violatons (Bartender,	0	1	1
Lost/Missing Person - Adult	1	0	1
Mental Observation/Emergency Detention	1	0	1
MV Accident-Personal Injury	3	0	3
MV Accident-Property Damage Only	16	3	19
Suspicious Circumstances	2	1	3
Suspicious Person	0	1	1
Theft - All Others <\$50	2	0	2
Theft - All Others >=\$200	1	2	3
Theft - From Auto <\$50	0	2	2
Traffic Offense	7	1	8



Elm Grove Police Department

MONTHLY REPORT



Case Activity based on CFS Management Codes

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

	Jan	Feb	Total
Warrant - Other Dept Pickup	0	1	1
Total	45	34	79

ELM GROVE POLICE DEPARTMENT
Monthly Report
February 2024

	THIS MONTH	THIS YEAR TO DATE	LAST YEAR TO DATE
MISCELLANEOUS ACTIVITY:			
BUSINESS CHECKS	3,827	7,264	5,386
TAVERN CHECKS	4	4	2
VACANT HOME CHECKS	44	63	84
FORFEITURES & FEES COLLECTED	\$ 18,214.55	\$35,561.06	\$49,888.22

OVERTIME HOURS EXPENDED:			
Dispatcher Carryover	41.00	193.25	57.25
Officer Carryover	123.75	382.50	145.50
Court	9.50	15.00	23.00
Meetings/Conferences	7.50	7.50	5.00
Report Writing	0.50	2.00	6.50
Training	31.00	37.50	25.50
Investigation	2.50	2.50	6.00
Prisoner Process	0.00	0.00	0.00
Crime Prevention	2.50	2.50	3.00
Special Unit Call-Up (MIU, CDU, SCIT, METRO)	0.00	5.50	36.00
Miscellaneous	0.00	0.00	6.00
OVERTIME HOURS TOTAL	218.25	648.25	316.75

911 CALLS RECEIVED:			
EMERGENCY	22	55	41
NON-EMERGENCY	4	14	21
MALFUNCTIONS	0	0	0
VERIFICATIONS	18	40	48
TESTS	5	8	15
TOTAL	49	185	182



March 14, 2024

Katie Panella
Village of Elm Grove
13600 Juneau Blvd
Elm Grove, WI 53122

Dear Katie,

I apologize for this request to update the humane officer appointments again so soon, but the recently appointed humane officer, Elias Meinzer, has been separated from his employment at Elmbrook Humane Society. Can you please terminate his appointment as a humane officer for the Village of Elm Grove and notify DATCP of the termination? The letter should be sent to: Dr. Yvonne Bellay, DATCP, 2811 Agriculture Drive, P.O. Box 8911, Madison, WI 53708.

Both Starr Vigo and myself continue to serve as humane officers for the Village of Elm Grove.

Should you have any questions or need additional information, please contact me at beth@ebhs.org or 262-244-6018. Additionally, I would greatly appreciate being notified once the letter has been sent. Again, I apologize for the inconvenience.

Best Regards,

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

Beth Blackwood
Director of Animal Operations

ARTICLE I

Cigarette, Tobacco, and Vapor Products License

[Adopted 2-16-1955 ; as amended through 6-8-1981]

§ 255-1. Adoption of statutory provisions. [Amended 12-11-2000 ; 5-23-2006]

The statutory provisions describing and defining regulations with respect to the licensing, sale and distribution of cigarettes, **tobacco, and vapor products** in §§ 134.65 through 134.66, Wis. Stats., as it may be amended from time to time, are hereby adopted and by reference made a part of this article of the Village of Elm Grove, with the same force and effect as though set forth herein verbatim.

§ 255-2. Licensed premises subject to rules of sanitation. The rules and regulations made by the State Board of Health governing sanitation of restaurants shall apply to all licenses issued under this article. No such license shall be issued unless the premises to be licensed conform to such rules and regulations.

§ 255-3. Revocation of license. The license or permit of any person shall stand revoked without further proceedings upon the conviction of such person for maintaining a disorderly or riotous, indecent or improper house, or for permitting gambling in any form upon or within the premises or any appendage thereto. The license shall also stand revoked without further proceedings if the licensed premises are vacated and no application for transfer of the license to another premises has been made within 60 days after the licensed premises have been vacated.

§ 255-4. License fee. [Amended 12-11-2000] The fee for such license shall be \$100 per year or fractional part thereof.

§ 255-5. Violations and penalties. [Amended 7-26-2005] Any person who shall violate any provision of this article or any rule or regulation made under this article shall be subject to a penalty as provided in § 1-16 of this Code.



MEMO

TO: Board of Trustees
FROM: Thomas Harrigan, Village Manager
DATE: March 22, 2024
RE: Board of Trustee Meeting, March 26, 2024

Item A & B: Presentation from Ruckert & Mielke on Stormwater Permit. Review and act on 2023 Annual MS4 Report (Stormwater to DNR).

The Village contracts with Ruckert & Mielke for assistance with compliance related to the Wisconsin Department of Natural Resources (DNR) mandated MS4 stormwater permitting process. The Village Board must approve the annual MS4 Stormwater Report prior to the document being submitted to the DNR. Christy Poniewaz, Senior Environmental Scientist, will present the 2023 Annual MS4 Permit Report to the Board at the March 26th meeting and *staff is requesting approval of the report.*

Item C: Review and act on a request by Horizon Development for a transfer of assignment of the Development Agreement for Elm Grove Heights, LLC, 13040 W. Bluemound Rd., contingent upon conditions which the Board may feel appropriate.

Horizon Development is the current owner of Elm Grove Heights, 13040 W. Bluemound Road. This is the age restricted Senior Apartment Project (SAP) on Bluemound Road which opened in 2020. A copy of the recorded Development Agreement is enclosed for your review. Due to economic factors, Horizon Development has engaged in an offer to purchase with LCM Funds Real Estate LLC. [You may link to the LCM Funds Investment portfolio here \(https://www.lcmfunds.com/portfolio\).](https://www.lcmfunds.com/portfolio) Within the Development Agreement, *Article XI Assignment of Rights* states:

“Neither Developer nor any successor and/or assign permitted under this Agreement shall assign this Agreement or any rights granted hereunder without the prior written consent of the Village and prior to the performance of all of the provisions of this Agreement. The Village Board reserves the right to increase the amount of security hereunder in the event of any consent to any assignment.”

Horizon Development is requesting the Board provide written consent for the assignment of rights to LCM Funds Real Estate LLC.

It should be noted:

- The property is currently zoned Rs-2 Multiple-Family District with a Residential Planned Development Overlay District applied to it. This zoning will not change with the sale of the property.

- Horizon Development has executed the performance of all the provisions of the agreement and the letter of credit has been released.
- The Village has completed inspections on the property in order to verify required facilities related to stormwater management and building maintenance are in place. Please find those reports enclosed for review.

If the Board is inclined to approve the assignment of rights to LCM Funds LLC., it is recommended that a copy of the Corporate Transparency Act filing be provided for review prior to executing written approval.

David Winograd, Principal of LCM Funds, has indicated the intent is to close on the property sometime in April 2024.

Item D: Review and act on Finance Director Recruitment Proposals.

At the February Board of Trustee meeting, the Board directed staff to issue an RFP for Finance Director Requirement services. We have received three proposals from the following firms (in no particular order):

- Bakertilly
- McMahan
- GovHR / MGT

The scope of services within the proposals varies slightly, and the contract costs range from \$18,000 up to \$25,500.

Please see the proposals enclosed for your review and consideration.

Item E: Update on Ruckert & Mielke Grant Assistance Services.

As called for in the grant assistance scope of services, Ruckert & Mielke has provided a Grant Matrix which identifies potential grant opportunities the Village should consider. These potential grant opportunities were identified based on the Village’s existing operations, capital projects and special projects. With the grant matrix, R&M will assist staff in prioritizing programs that are worth pursuing and eliminate programs that do not “make the cut”. A timetable will also be created to identify upcoming grant application deadlines.

Staff has also utilized R&M’s expertise by forwarding grant announcements and requesting the consultants opine on the mechanics of the grant and the competitiveness. R&M also held a municipal grant workshop on February 22nd which was attended by Katherine Gehl.

Item F: Update on We Energies Resiliency Efforts in Elm Grove.

Staff held a follow-up conference call with our Local Affairs Representative, Jennifer Bogner, subsequent to the March 13th Committee of the Whole Meeting. We Energies has provided additional narratives regarding the energy system resiliency efforts in the Village, and these materials will be spotlighted in the April Village Newsletter. Staff will have an update on the March 15th outage and its cause at the March 26th Board meeting.

Item G: Review and Discussion on Village Pond Pier.

Topics to be discussed related to this item include:

- 1) Did the authorization to purchase and install the pier violate Village policy?
- 2) Actions to mitigate reoccurrence.
- 3) A review of options to move forward.

Please contact me if you have any questions prior to the meeting.

STORM WATER PERMIT OVERVIEW



Agenda



MS4 Defined



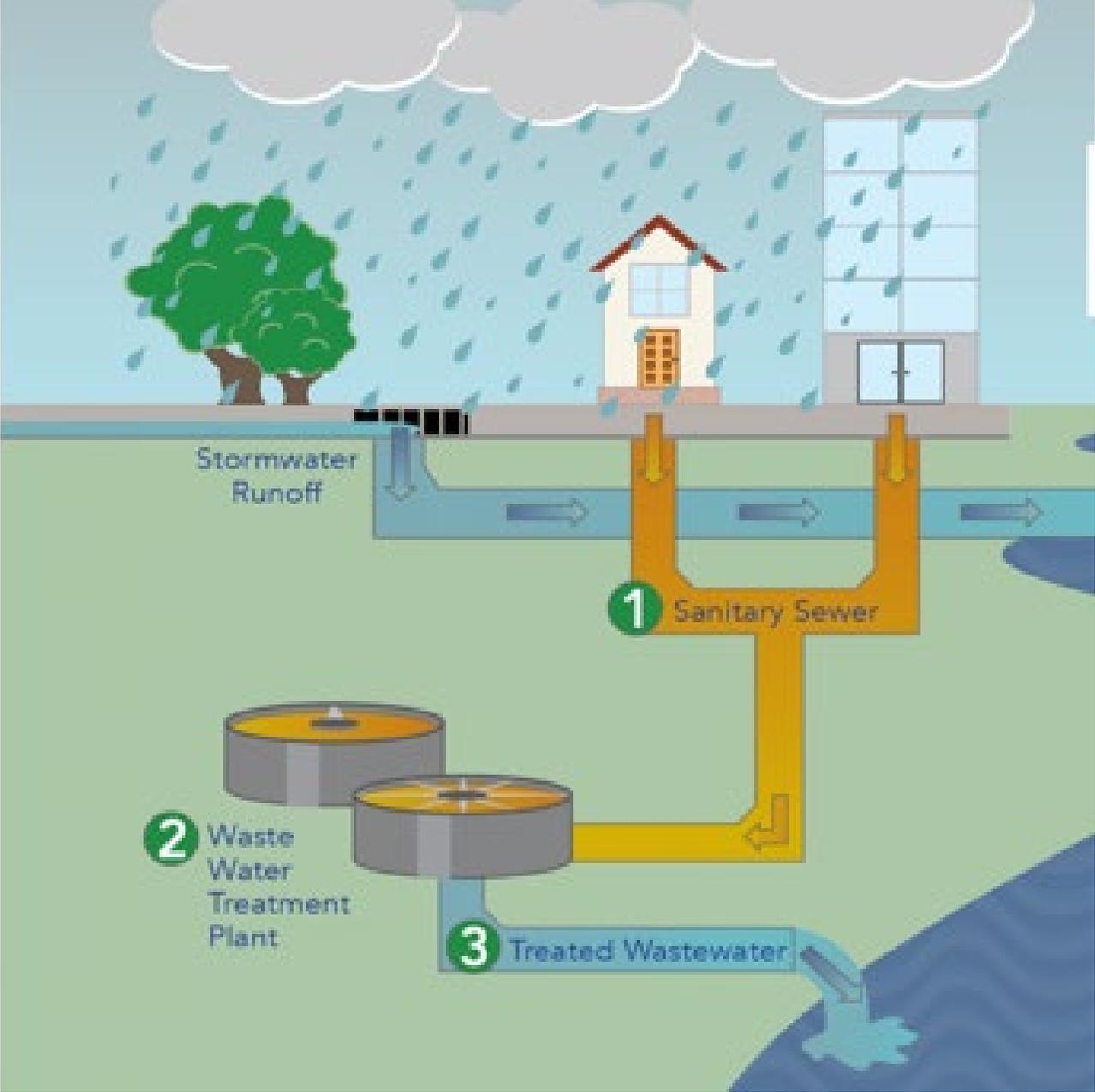
Elm Grove Achievements



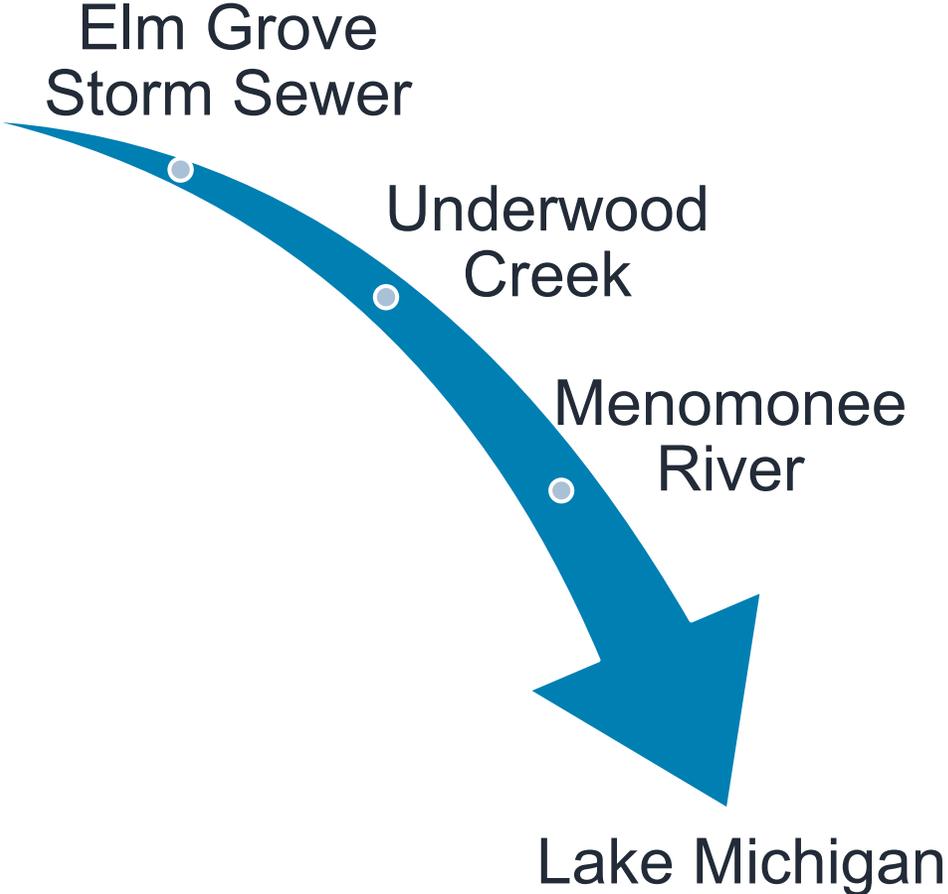
Next Steps

What is an MS4?

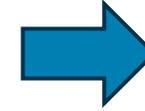
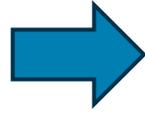
- Municipal Separate Storm Sewer System



Storm Water → Lakes, Streams, Rivers



Menomonee Group MS4 Permit



- Clean Water Act – Federally enforced by EPA
- DNR is the Enforcing Agency for Wisconsin
 - State code NR 216 and NR 151
 - State complies with federal requirements through institution and enforcement of the MS4 permits
- **Goal: Improve streams, rivers, lakes to be swimmable, fishable, drinkable**

MS4 Permit Sections

1. Public Education & Outreach

Newsletters, website, presentations

2. Public Involvement & Participation

Rain barrel workshop, river clean-ups, Adopt-A-Drain

3. Illicit Discharge Detection & Elimination

Test storm water outfalls for contaminants

VILLAGE NEWS

Find out the latest news & Events

Brush Pickup Announcement

The Department of Public Works will begin pick-up of brush from residential properties the week of March 25th, 2024. All brush must be stacked per normal brush pick up guidelines.

[Home](#) › [Departments](#) › [Public Works](#) › [Snow and Ice Removal](#) › [Wisconsin Salt Wise](#)

Wisconsin Salt Wise

[PDF version \(PDF\)](#) of the salting information to review or share.

Working to Keep Roads Safe while Protecting our Waters this Winter



MS4 Permit Sections - Continued

4. Construction Site Pollution Control

Ordinances, municipal permits,
Erosion control inspections, etc.

5. Post-Construction Storm Water Management

Requirement for storm water treatment
such as ponds, permeable pavement,
biofilters, etc.



Photo Credit: D. Klemm, R/M

MS4 Permit Sections - Continued

6. Pollution Prevention

- Winter road management
 - Salt spreader calibration & reporting
- Nutrient management
- Street sweeping & catch basin cleaning
- Leaf management
- Storm water pollution prevention plans
- Staff training & education



Photo Credit: Wisconsin Salt Wise, MetroJetVac

MS4 Permit Sections – TMDL Requirement

- TMDL = Total Maximum Daily Load
 - Amount of pollutants that streams, rivers, lakes can handle without detriment to designated uses
- Designated Uses for Surface Water
 - Recreation, aquatic life, drinking water

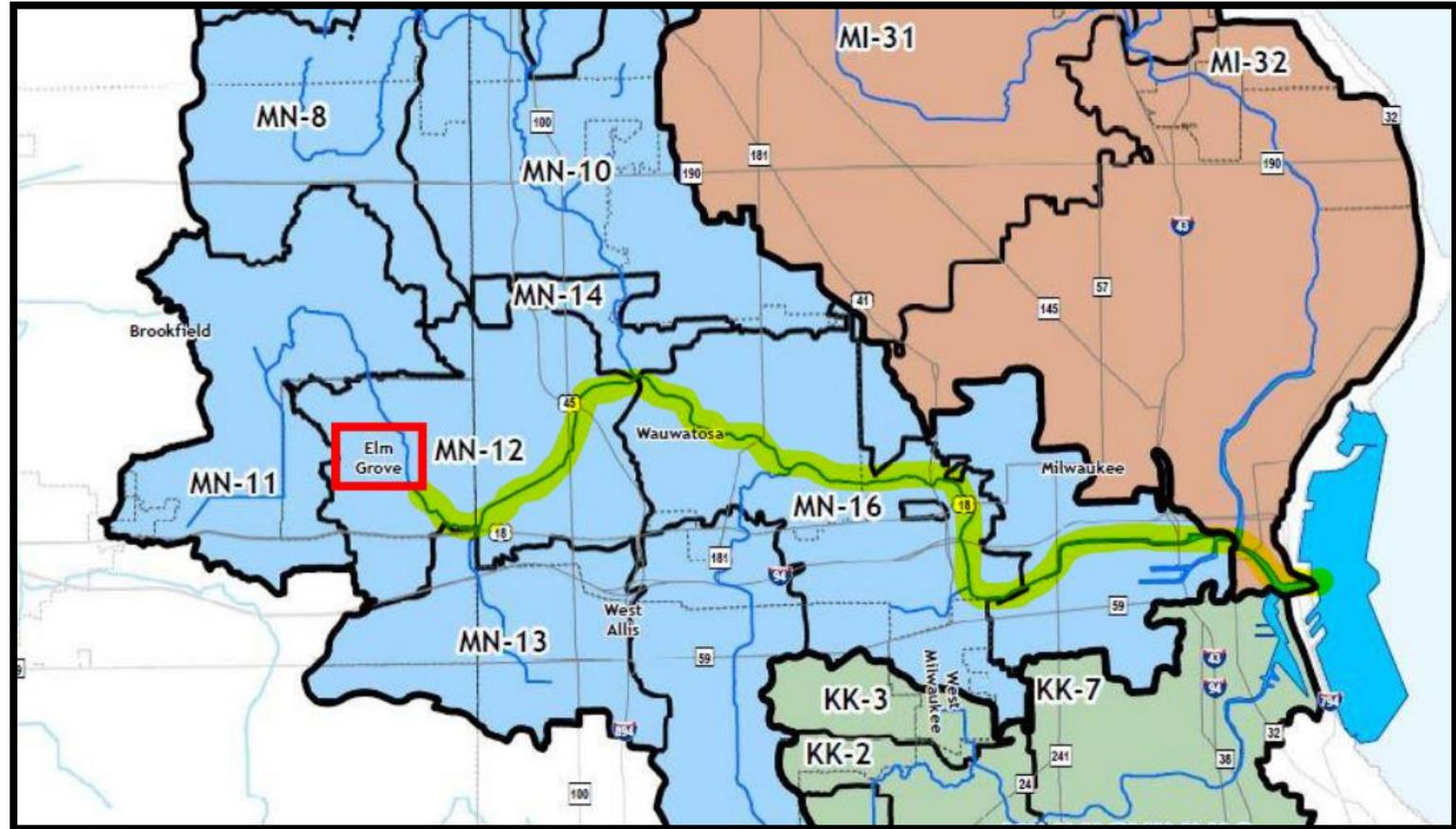


Photo Credit: Milwaukee River Basin TMDL

MS4 Annual Report

- Due March 31
- Summarizes achievements and compliance effort for the reporting year

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type?

Project Name:	2023 Annual Report
County:	<u>Waukesha</u>
Municipality:	<u>Elm Grove, Village</u>
Permit Number:	S065404
Facility Number:	31264
Reporting Year:	<u>2023</u>

4 : Complete

with one acre or more of land 1
active at any point in the

one acre or more of land 1
the municipality issue permits for

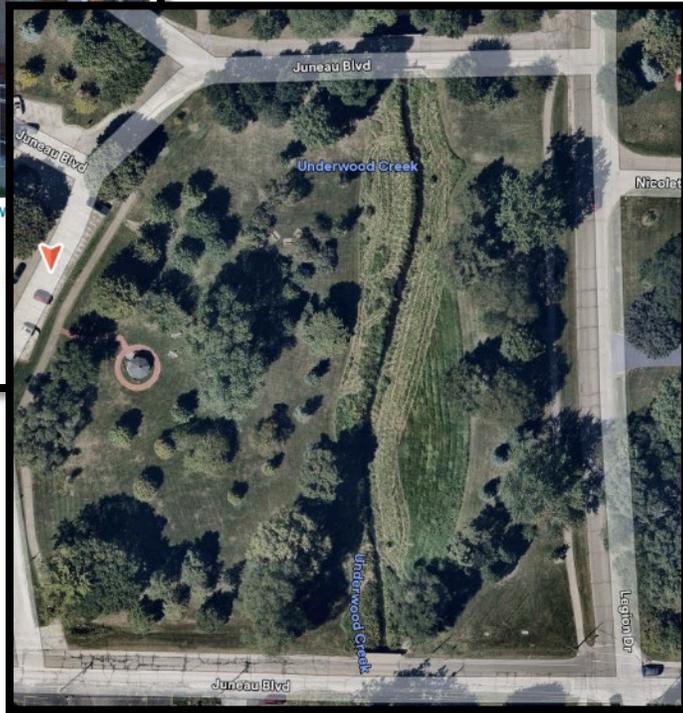
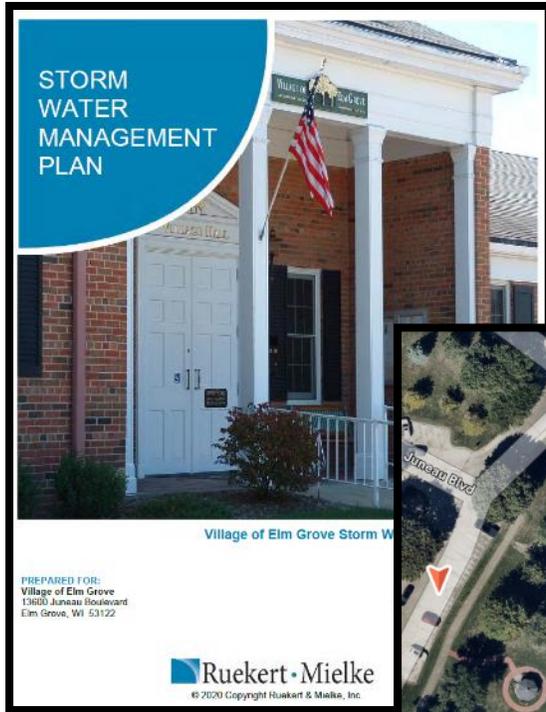
ns did the municipality complete 20
the acre or more of land

disturbing construction activity)?

d. What types of regulatory mechanisms does the municipality have available compliance with this program? Check all that are available and how many were used in the reporting year.

<input checked="" type="checkbox"/> Verbal Warning	1
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input checked="" type="checkbox"/> Stop Work Order	0
<input checked="" type="checkbox"/> Forfeiture of Deposit	0
<input type="checkbox"/> Other - Describe below	

Elm Grove Achievements



- Village-Wide Storm Water Management Plan
 - Grant funded
 - Completed in 2020
- Underwood Creek Streambank Stabilization
 - Grant-funded
 - Completed in 2023
- Underwood Creek Daylighting Project
 - In progress

Elm Grove Achievements - Continued

- Support for DPW Operations
 - Many MS4 requirements tie directly to DPW activities
- Tonawanda Wetland Restoration Project Complete
- Public Education Partnerships
 - Respect Our Waters Program



Photo Credit: SWWT

Elm Grove Achievements - Continued

Total Suspended Solids (TSS)		
TMDL Reachshed	Reduction Required	Reduction Achieved
MN-11	72%	77%
MN-12	80%	81%

Total Phosphorus (TP)		
TMDL Reachshed	Reduction Required	Reduction Achieved
MN-11	62%	93%
MN-12	76%	85%

YAY!
GREAT JOB!

- ✓ Compliance with MS4 & TMDL Pollutant Reduction Targets!

Next Steps

- Stay on track with MS4 permit compliance requirements
- Permit reapplication package due September 2024
- Next 5-year permit will be issued Spring 2025
- Keep up the great work!

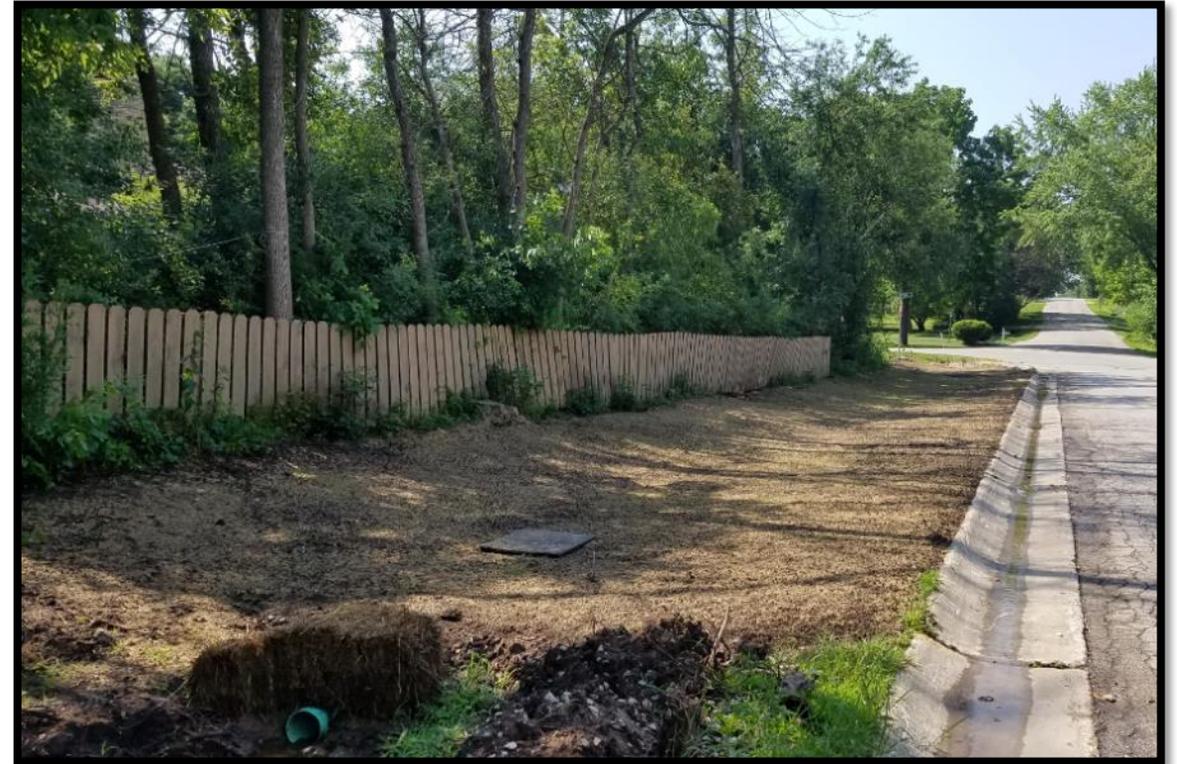


Photo Credit: Ruekert & Mielke, Inc.

Questions?



Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

--	--	--	--	--	--	--

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? Annual Report Other

Project Name: 2023 Annual Report

County: Waukesha

Municipality: Elm Grove, Village

Permit Number: S065404

Facility Number: 31264

Reporting Year: 2023

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? Yes No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment

- TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
 - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31, 2023)*
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Elm Grove, Village

Facility ID # or (FIN): 31264

Updated Information: Check to update mailing address information

Mailing Address: 13600 Juneau Blvd

Mailing Address 2:

City: Elm Grove, Village

State: WI

Zip Code: 53122 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Richard

Last Name: Paul, Jr.

Select to **update** current contact information

Title:

Mailing Address: 13600 Juneau Blvd

Mailing Address 2:

City: Elm Grove

State: WI

Zip Code: 53122 xxxxx or xxxxx-xxxx

Phone Number: 262-782-6700 Ext: xxx-xxx-xxxx

Email: rpauljr@elmgrovewi.org

Additional Contacts Information (Optional)

I&E Program

Individual with responsibility for:
(Check all that apply)

- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** Billing contact

First Name:

Last Name:

Select to **update** current contact information

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes No

Public Education and Outreach Southeastern Wisconsin Watershed Trust, Inc.

Public Involvement and Participation Southeastern Wisconsin Watershed Trust, Inc.

Illicit Discharge Detection and Elimination _____

- Construction Site Pollutant Control _____
- Post-Construction Storm Water Management _____
- Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

- Yes No

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) Yes No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? Yes No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input type="checkbox"/> Education activities (school presentations, summer camps)	<input type="checkbox"/> Passive print media (brochures at front desk, posters, etc.)
<input type="checkbox"/> Information booth at event	<input checked="" type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email.
<input type="checkbox"/> Targeted group training (contractors, consultants, etc.)	<input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.)
<input type="checkbox"/> Government event (public hearing, council meeting)	<input checked="" type="checkbox"/> Social media posts
<input checked="" type="checkbox"/> Workshops	<input type="checkbox"/> Signage
<input type="checkbox"/> Tours	<input checked="" type="checkbox"/> Website
<input checked="" type="checkbox"/> Other: <input type="text" value="Conference"/>	<input checked="" type="checkbox"/> Other: <input type="text"/>

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input checked="" type="checkbox"/> Public Employees
<input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input checked="" type="checkbox"/> Residents
<input checked="" type="checkbox"/> Stream and shoreline management	<input checked="" type="checkbox"/> Businesses
<input checked="" type="checkbox"/> Residential infiltration	<input checked="" type="checkbox"/> Contractors
<input checked="" type="checkbox"/> Construction sites and post-construction storm water management	<input checked="" type="checkbox"/> Developers
<input checked="" type="checkbox"/> Pollution prevention	<input checked="" type="checkbox"/> Industries
<input checked="" type="checkbox"/> Green infrastructure/low impact development	<input checked="" type="checkbox"/> Public Officials
<input checked="" type="checkbox"/> Other: <input type="text" value="General Watershed Education"/>	<input type="checkbox"/> Other: <input type="text"/>

- e. Will additional information/summary of these education events be attached to the annual report? Yes No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attachment for more information about the activities performed in partnership with Sweet Water.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>11-50</u>	<input type="radio"/> Yes <input type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	<u>101 +</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Sweet Water Attachment for more information about the Adopt Your Drain Program.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have?
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?
- c. From the municipality's routine screening, how many were confirmed illicit discharges?
- d. How many illicit discharge complaints did the municipality receive?
- e. From the complaints received, how many were confirmed illicit discharges?
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Summary report for 2023 is attached. Action limit exceedances were detected, see summary report for details.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?

d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation
- Stop Work Order
- Forfeiture of Deposit
- Other - Describe below

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The municipality discussed with the contractor about the need to perform more street sweeping to meet compliance. Contractor was compliant.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? Yes No
- c. If Yes, how many privately owned storm water management facilities were

inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? Yes No

e. Does MS4 have maintenance authority on these privately owned BMPs?

Yes

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year?

g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

Verbal Warning

Written Warning (including email)

Notice of Violation

Civil Penalty/ Citation

Forfeiture of Deposit

Complete Maintenance

Bill Responsible Party

Other - Describe below

e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

The Village requires that inspections be performed at the frequency defined in the maintenance agreement. Analysis completed in 2020 determined that there are no Village-owned storm water quality management facilities.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections Not Applicable

a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management

practices.

- b. How many new municipally owned storm water management best management practices were installed in the reporting year?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?
 Yes No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
 Yes No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? Yes No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

- Yes - Explain frequency Each spring
- No - Explain _____
- Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? Yes No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? Yes No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
 - Yes- Explain frequency _____
 - No - Explain _____
 - Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

- u. Does the municipality conduct curbside leaf collection? Yes No
- v. Does the municipality notify homeowners about pickup? Yes No
- w. Where are the residents directed to store the leaves for collection?
 - Pile on terrace Pile in street Bags on terrace
 - Other - Describe _____
- x. What is the frequency of collection?
from Sept. to Nov. _____
- y. Is collection followed by street sweeping? Yes No
- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Residents are notified when leaf pick up is available. Information is also posted on the Village website.

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*)
- ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
---------	-----	-----	-----	-----	-----	-----

Salt

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	0	3190	1050	2500

- ac. Was salt applying machinery calibrated in the reporting year? Yes No
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No

Training Date	Training Name	# Attendance
11/2/2023	Salt Wise Parking Lot/Sidewalk Mainten...	3

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Salt/Brine totals for March are estimated. Review of salting and brine practices occurred during annual snow season meeting in November.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? Yes No

If yes, describe what training was provided (250 character limit):

See attachment

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Public Works/Utilities Committee Meetings, Village Board Meetings

Municipal Officials

Public Works/Utilities Committee Meetings, Village Board Meetings

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Public Works/Utilities Committee Meetings, Village Board Meetings, Village website postings and newsletters, internal training, and meetings with Southeastern Wisconsin Watersheds Trust, Inc.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The Village provides internal education and training frequently at committee meetings, board meetings, and informal staff meetings. See attachment for more information about the activities performed in partnership with Sweet Water.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

Yes No

If yes, check the areas the map items that got updated or changed:

Storm water treatment facilities

Storm pipes

Vegetated swales

Outfalls

Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Map updated due to recent development.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
-----------------------------------	-----------------------	----------------------	-----------------

Element: Public Education and Outreach

8960	800	15000	<u>Storm water utility</u>
------	-----	-------	----------------------------

Element: Public Involvement and Participation

1	7200	1	<u>Storm water utility</u>
---	------	---	----------------------------

Element: Illicit Discharge Detection and Elimination

5326	750	7500	<u>Storm water utility</u>
------	-----	------	----------------------------

Element: Construction Site Pollutant Control

1	750	1	<u>Storm water utility</u>
---	-----	---	----------------------------

Element: Post-Construction Storm Water Management

1	750	1	<u>Storm water utility</u>
---	-----	---	----------------------------

Element: Pollution Prevention

1	4750	1	<u>Storm water utility</u>
---	------	---	----------------------------

Other (describe)

Storm Water Quality Management			
--------------------------------	--	--	--

123771	60000	60000	<u>Storm water utility</u>
--------	-------	-------	----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

The Village does not calculate budget in the manner outlined above. Expenditures and budget are lumped together as (1) Public Education, Outreach, Involvement & Participation, (2) IDDE, Pollution Prevention, etc. (3) Storm Water Quality Management.
--

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? Yes No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

--	--	--	--	--	--	--

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[MS4 Map 2024.pdf](#)

Attach - Other Supporting Documents

AR PP

 File Attachment

[Elm Grove 2022 SWPPP Report \(1\).pdf](#)

AR IDDE

 File Attachment

[2023 IDDE Summary Report Elm Grove.pdf](#)

AR Other

 File Attachment

[Internal Training \(2\).docx](#)

AR EO

 File Attachment

[Elm Grove 2023 Sweet Water Annual Report \(ROW+TE+AYD\).pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Elm Grove, Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

February 28, 2024

Mr. Thomas Harrigan
Village Manager
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122-0906

Re: 13040 Bluemound Road – Elm Grove Heights
Site Review

Dear Mr. Harrigan:

We understand the Elm Grove Heights development is anticipated to change ownership. We have completed our review of the site as requested. A site visit was conducted on February 27, 2024 with Richard Paul, Jr, Katherine Gehl, Mike Hadley and Mick Hintz and I in attendance. Mr. Hadley and Mr. Hintz conducted internal building inspections on their own. Richard, Katherine and I conducted an external site inspection separate from Mr. Hadley and Mr. Hintz. The findings and recommendations from our site review are as follows:

1. Stormwater Management Facilities:
 - a. We have reviewed the Stormwater Management Inspection report prepared by Kinx Construction following their inspection on February 16, 2024 including photographs of the inside of the structures. The report indicates the system is in good working order with a minor amount of sediment accumulation since the system was first constructed.
 - b. In accordance with the recorded Storm Water Management Facility Maintenance Agreement, we recommend annual inspections of the storm water management facilities continue going forward and recommendations made in subsequent reports be properly addressed by the facility owner.

2. Banked Parking:
 - a. We discussed previously that the development plan included banked parking on the north side of the building. We understand that in accordance with the developer agreement, the banked parking may be constructed in the future if the Village determines that it is necessary. We understand the Village believes the banked parking is not necessary at this time, but reserves the right to require it in the future if necessary.
 - b. In our revised redevelopment plan review letter dated March 30, 2019 we indicated the Site Plan and the Grading Plan drawings show the banked parking to be located within the floodplain. Regulated floodplain cannot be filled without completing an approved floodplain analysis and Letter of Map Revision (LOMR).
 - c. All construction or disturbance within the floodplain boundary will need to be restored to its original condition.

Mr. Thomas Harrigan
Re: 13040 Bluemound Road – Elm Grove Heights Site Review
February 28, 2024
Page 2

3. Site Visit Observations:

- a. The site improvements appear to conform to the approved development plan.
- b. The following observations fall into a routine maintenance category and should be addressed by the property owner:
 - i. Erosion was noted near the building foundation at the left-hand side of the parking garage entrance. The cause of the erosion was unknown, but it appears to be caused by discharge from a pipe extended through the building wall at the same location. The pipe may be the discharge from a sump pump (see attached photo).
 - ii. Tree limbs, branches and debris were noted in the vegetated area on the north side of the building. The items should be removed and disposed of to avoid them getting into the creek channel.
 - iii. Birds were noted to be nesting in the rain gutters under the eaves on the west side of the building. The nests may be causing blockage of flow to the downspout system.
 - iv. An area on the west side of the building at the south end was noted to be unvegetated and should be properly restored (see attached photo).
- c. Some minor chipping of the front of the raised sidewalk around the parking lot was noted. The sidewalk should be monitored by the property owner going forward and may need to be addressed in the future if conditions worsen.
- d. The following additional items were noted during the site visit. The Village will need to determine if they need to be addressed and if so, by whom:
 - i. Sidewalk along Bluemound Road near the southwest corner of the building was noted to be cracked.
 - ii. The watermain valve and surrounding pavement in the access drive close to Bluemound Road was noted to have settled (see attached photo).

Please contact our office with any questions regarding this matter. Thank you for allowing us to be of service to the Village of Elm Grove.

Respectfully,

RUEKERT & MIELKE, INC.



Digitally signed by Anthony D. Petersen
DN: C=US,
E=apetersen@ruekert-mielke.com,
O="Ruekert & Mielke, Inc.",
CN=Anthony D. Petersen
Date: 2024.02.28 16:13:17-06'00'

Anthony D. Petersen, P.E. (WI, IA)
Senior Project Manager
apetersen@ruekert-mielke.com

ADP:adp

Enclosure

cc: Richard Paul, Jr., Village of Elm Grove
Katherine Gehl, Village of Elm Grove
File



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DEVELOPMENT AGREEMENT

Document Number

Document Title

Recording Area

Name and Return Address

and Drafted By: Hector de la Mora
von Briesen & Roper, s.c.
20975 Swenson Drive, Suite 400
Waukesha, WI 53186

Parcel Identification Number (PIN)

EGV 110-898-0001

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This information must be completed by submitter: document title, name & return address, and PIN (if required). Other information such as the granting clause, legal description, etc., may be placed on this first page of the document or may be placed on additional pages of the document.



RECORDED AND EFFECTIVE
per Village of Elm Grove Ord.
§ 335-30(J)(4): _____, 2019

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DEVELOPMENT AGREEMENT

Between the

VILLAGE OF ELM GROVE

and

Elm Grove Heights, LLC



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DEVELOPMENT AGREEMENT
Between the
VILLAGE OF ELM GROVE and
ELM GROVE HEIGHTS, LLC

53 THIS AGREEMENT (“Agreement”) is made and effective this 15 day of August.
54 2019 by and between the Village of Elm Grove, a Wisconsin Municipality ("Village"); and Elm
55 Grove Heights, LLC, a Wisconsin Limited Liability Company (“Developer”).
56

57
58

Recitals

59 The Village and Developer acknowledge the following:

60
61 WHEREAS, Developer represents and warrants that it currently holds a contract to
62 purchase approximately 2 acres of property located in the Village at 13040 W. Bluemound Road,
63 which is more fully identified in the attached **Exhibit 1**, and is hereby incorporated by reference
64 (the "Property"); and
65

66 WHEREAS, Developer represents and warrants that it will obtain fee simple title to the
67 Property prior to the recording of this Agreement and provide proof of same to Village before
68 recording; and
69

70 WHEREAS, Developer seeks to develop the Property by constructing one residential
71 apartment building that will be (1) approximately 93,000 square feet in size and (2) comprised of
72 no more than seventy-five (75) residential units (the “Senior Apartments Project” or “SAP”); and
73

74 WHEREAS, the Property is currently zoned as B-3 Mid-Rise Office and Professional
75 District; and
76

77 WHEREAS, the Rm-2 Multiple-Family Residential District (Section 335-21.1(C)(2))
78 conditionally permits densities of up to 38 units per acre of multiple-family independent senior
79 living dwellings as part of a Residential Planned Development Overlay District (“Residential
80 PDO”) project, subject to the adjustments provided for in Section 335-30(F)(3); and
81

82 WHEREAS, Developer is eligible to request a Residential PDO under Section 335-
83 30(D)(4) because the Property is (1) at least 1.5 acres in size and (2) is adjacent on at least one
84 complete side to a business and office zoning district in the Village; and
85

86 WHEREAS, Developer has requested that the Property be rezoned to Rm-2 Multiple-
87 Family Residential District with a Residential PDO; and
88

89
90 WHEREAS, the Village conducted a public hearing concerning the SAP and the rezoning
91 of the Property on March 25, 2019; and

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WHEREAS, the Developer has provided plans and specifications for the SAP (attached hereto and incorporated by reference as **Exhibit 2**, the “Plans and Specifications”); and

WHEREAS, the Building Board, at its meeting dated January 16, 2019 recommended approval of Developer’s Plans and Specifications; and

WHEREAS, the Plan Commission, at its meeting dated March 4, 2019 recommended approval of Developer’s Plans and Specifications, rezoning of the Property, and the proposed certified survey map; and

WHEREAS, the Plan Commission has further recommended that Developer be granted enhanced density for the SAP based on Developer’s representation of the quality of materials and construction for the SAP; and

WHEREAS, the Plan Commission has further recommended approval of the SAP conditioned upon entry by the Village and Developer into a Development Agreement pursuant to Section 335-30 of the Village Code of Ordinances; and

WHEREAS, the Village of Elm Grove is requiring that, as conditions of development approval, that Developer install certain water main improvements illustrated in the Plans and Specifications that are to be dedicated by Developer to the Village upon completion (the “Public Improvements”); and

WHEREAS, on March 25, 2019 the Village Board duly approved Developer’s Plans and Specifications and the rezoning of the Property, subject to Developer obtaining title to the Property in fee simple and further subject to the terms and provisions of this Agreement; and

NOW, THEREFORE, in consideration of the granting of approval of the SAP by the Village Board, \$1.00, the representations by Developer set forth herein, the mutual promises set forth herein, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

I. Incorporation of Recitals.

The Recitals set forth above are hereby incorporated and made part of this Agreement.

II. Improvements.

Subject to the provisions set forth in Section XIV, Developer hereby agrees that, upon undertaking any land disturbing or construction work on the SAP governed by this Agreement, Developer shall prepare the Property and construct public and private improvements (all at Developer’s sole cost and expense) in accordance with the Plans and Specifications as follows:

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A. Buildings.

1. Residential Apartments:
Developer shall construct one (1) residential apartment building approximately 93,000 square feet in size, consisting of not more than seventy-five (75) individual independent senior living residential apartment units (as defined under Section 335-21.1), together with related improvements. Construction by Developer shall be in strict accordance with the Plans and Specifications set forth in **Exhibit 2**.
2. Construction of such building and related improvements and their completion in strict compliance with all Plans and Specifications and within the times stated in Section V shall constitute material terms of this Agreement. Village understands, acknowledges, and agrees that the "strict accordance" standard does allow for commercially reasonable change orders during the construction process, so long as such change orders do not modify (1) the exterior materials as approved by the Building Board; (2) the building's physical appearance as approved by the Building Board and the interior materials/finishes specifications as attached to **Exhibit 2**, and constituting a material representation by DEVELOPER; (3) the number of units; or (4) the number of parking spaces, but allows the installation of additional outdoor parking spaces per section II(F)(4).

B. Sanitary Sewer.

1. Developer shall construct, install, and furnish a completed sanitary sewer system for the SAP in accordance with the Plans and Specifications, Exhibit 2. The sanitary sewer improvements are private improvements and shall be connected to the Village sanitary sewer system.
2. As a condition of obtaining any plumbing permit(s) pertaining to the SAP, Developer shall acquire for the SAP and submit to the Village an approved Wisconsin Department of Safety and Professional Services permit approval and submit a copy to the Village prior to installing the sanitary sewer system.
3. As a condition of obtaining any plumbing permit(s) pertaining to the SAP, Developer shall acquire approval for the SAP from the Milwaukee Metropolitan Sewerage District ("MMSD") and submit a copy of such approval to the Village.
4. All work on the sanitary sewer/plumbing shall be in accordance with "Standard Specifications for Sewer and Water Construction in Wisconsin" and applicable specifications and standards provided by MMSD.
5. Developer shall be responsible for payment of all applicable connection and permit charges associated with said sanitary sewer system for the SAP including the abandonment of the existing sewer lateral and the installation of a new lateral to the PROPERTY from the sewer main.
6. Developer shall, at its sole expense, televise the existing lateral to the Property to ensure its structural water-tight integrity and shall provide a videotape report thereof to the Village prior to the connection of the lateral to the village's sewer system.

- 182 7. Developer shall, at its sole expense, furnish a complete electronic file containing
183 all record drawings for the sanitary sewer system; including location and elevation
184 of laterals at the lot lines compatible with the Village's GIS software prior to the
185 granting of an occupancy permit. Developer shall be responsible for any costs of
186 integrating said GIS data into the Village's GIS database.
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188 **C. Water.**
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- 190 1. Developer shall construct, install, furnish, and provide for the extension of
191 municipal water to service the SAP in accordance with (1) the Plans and
192 Specifications; (2) code requirements for the Village of Elm Grove and the City of
193 Brookfield; and (3) "Standard Specifications for Sewer and Water Construction in
194 Wisconsin", all at no cost to the Village.
195 2. Developer shall dedicate the constructed public water main and all necessary
196 easements for same to the Village. Developer shall also connect to the municipal
197 water supply via a 6" lateral. The water lateral is a private improvement that will
198 not be dedicated.
199 3. Developer shall construct, install, furnish, and provide fire suppression systems for
200 the Property to the extent required by, and in accordance with, plans and
201 specifications approved by the State of Wisconsin, and install stand pipes in all stair
202 wells, and two (2) public fire hydrants pursuant to the Plans and Specifications,
203 Exhibit 2.
204

205 **D. Storm/Surface Water System.**
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- 207 1. Developer shall construct, install, furnish, and provide adequate facilities for storm
208 and surface water drainage management in accordance with the Plans and
209 Specifications, Exhibit 2 and in accordance with all applicable State, Federal, and
210 Village statutes, regulations, ordinances, and MMSD Chapter 13 regulations.
211 2. The storm and surface water drainage system on the Property is a private
212 improvement and will not be dedicated to the Village.
213 3. The Village shall have no obligation to issue any occupancy permits until the storm
214 and surface drainage systems have been inspected by the Village Engineer and fully
215 installed in accordance with the Plans and Specifications, Exhibit 2.
216 4. Developer shall, at its sole expense, furnish a complete electronic file containing
217 all record drawings of the storm/surface water systems provided by Developer
218 under this Agreement together with survey coordinate locations for manholes,
219 inlets, and other structures provided by Developer under this Agreement, both on
220 and off the Property, together with an electronic data file for integration into the
221 Village's GIS database. Developer shall be responsible for the costs of integration
222 of said data into the Village's GIS database.
223 5. Developer or its successors and assigns shall be responsible for the inspection on
224 not less than an annual basis, perpetual maintenance, operation, and replacement of
225 all storm/surface water facilities required under this Agreement. This includes, but
226 is not limited to, the responsibility for, on a routine and emergency basis, and as
227 needed, conducting all dredging and/or cleaning of the storm/surface water
228 facilities and equipment to assure that they perform, at a minimum, in accordance

229 with the performance standards set forth in the Plans and Specifications, Exhibit 2.
230 Developer acknowledges that the storm/surface water drainage facilities and
231 equipment are subject to Section 325-21 through 325-45 of the Village Code of
232 Ordinances as amended from time-to-time, and the provisions of any then
233 applicable State or Federal statute or regulation concerning storm water
234 management and discharge. The responsibility under this Section shall be recorded
235 in a Storm Water Management Facility Maintenance Agreement with respect to the
236 Site in the form attached hereto as **Exhibit 8**. Developer may, at Developer's sole
237 option, transfer its maintenance obligations for the storm water facilities to its
238 successors and assigns at any time after the SAP is constructed.

- 239 6. Developer shall provide an irrevocable letter of credit¹ as provided for in Section
240 VII B or certified check in an amount determined by the Zoning Administrator, or
241 designee, to guarantee implementation of proposed storm water management
242 measures per Village of Elm Grove Ordinance § 325-40.
243

244 **E. Grading/Erosion Control/Landscaping.**
245

- 246 1. Developer shall grade, seed, and otherwise landscape the Property pursuant to the
247 Plans and Specifications, Exhibit 2.
248 2. Developer and each of its agents, contractors, and subcontractors shall at all times
249 remain in compliance with all applicable municipal and state erosion control
250 restrictions and requirements including, but not limited to the Wisconsin
251 Department of Natural Resources Best Management Practices.
252 3. Prior to commencement of any ground disturbing activities, Developer shall
253 submit, or cause to be submitted, one or more erosion control plans conforming to
254 the requirements in Sections 325-9(A)-(D)(1) of the Village Code of Ordinances
255 that are acceptable to the Director of Public Works, in his/her reasonable discretion,
256 and obtain erosion control permits. In addition to paying the then applicable permit
257 fee(s), Developer shall provide a letter of credit as provided for in Section VII B or
258 cash escrow to the Village in the amount of \$10,000.00 to guarantee a good faith
259 execution of the approved erosion control plan and any erosion control permit
260 conditions. Said letter of credit shall be subject to reduction and release following
261 the procedures set forth in Sections VII(D)-(F) of this Agreement.
262 4. Developer shall notify the Public Works Director within forty-eight (48) hours of
263 commencing any land disturbing activity on the Property.
264 5. Developer shall notify the Public Works Director of completion of any erosion
265 control measures within forty-eight (48) hours after their installation.
266 6. Developer shall install all erosion control measures as identified in the approved
267 erosion control plan for the Property.
268 7. Developer shall maintain all road drainage systems, storm water drainage systems,
269 erosion control measures, and other facilities on the Property identified in the
270 control plan.

¹ All letters of credit required by this Agreement shall be consolidated into one comprehensive letter whose duration shall not be less than one year and which shall be renewed not less than thirty (30) days prior to its expiration and shall be subject to being drawn upon in its full amount by the Village if not renewed at least thirty (30) days before the stated expiration date of the letter of credit.

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8. Developer shall promptly within forty-eight (48) hours repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land developing or disturbing activities on the Property.
 9. Developer shall inspect the construction erosion control measures on the Property after each rain of 0.5 inches or more and at least once each week and make needed repairs as often as needed.
 10. Developer shall allow the Public Works Director, or designee, to enter the Property for the purpose of inspecting for compliance with the erosion control plan or for performing any work necessary to bring the site into compliance with the erosion control plan.
 11. Developer shall keep a copy of the erosion control plan on the Property.
 12. If any erosion control facilities (including but not limited to bails, silt fence and berms) are washed out or otherwise rendered ineffective as determined by the Building Inspector, the Developer shall replace said facilities within forty-eight (48) hours of being so notified by the Building Inspector.
 - a. If Developer fails to reinstall said facilities within forty-eight (48) hours of being so notified by the Building Inspector, the Village may, but is not required to, reinstall said facilities and charge one hundred ten percent (110%) of all costs incurred by the Village in so reinstalling said facilities to Developer. The Village may collect this amount from the security the Village is holding pursuant to this Agreement.
 - b. Developer shall, simultaneous with the execution of this Agreement, provide the Village with temporary access easement to the Property in the form attached hereto and incorporated by reference as **Exhibit 3** to permit repair or replacement of said facilities.
 13. Developer shall provide and plant on the Property all tree/shrub plantings of the size and species, and at the locations, identified in the Plans and Specifications, Exhibit 2 provided, however, that Developer may substitute larger size plantings of the same species. Following the planting of said trees and shrubs, Developer shall water and maintain said trees and shrubs on the Property to ensure their survival for not less than two (2) years. In the event any tree(s) or shrub(s) fails to survive for two (2) years following its planting, Developer shall replace said tree(s) or shrub(s) at its sole expense.
 14. All disturbed areas on which construction is not actively ongoing shall be restored to grade and re-vegetated within 60 days of the cessation of active construction.

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F. Roads and Parking.

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1. Developer shall grade, construct, and surface private roads, driveways, and parking areas for the Property as shown on, and in accordance with the Plans and Specifications, Exhibit 2.
 2. Direct access to the Property from public streets shall be only via Bluemound Road.
 3. Developer shall, at its expense perform the modifications to the curb and gutter on the private entry drive and complete the pavement marking for parking as shown

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on the Plans and Specifications.

4. Developer shall install, at its sole expense, the “banked” parking spaces as shown and designed with cross sections on **Exhibit 8** at the indicated location(s) and in full conformity with the specifications indicated therein within one hundred and eighty (180) days of a written request from the Village of Elm Grove Plan Commission based on its concurrence with the professional recommendation of the Elm Grove Zoning Administrator, or designee, predicated on his/her monitoring and observations and those reported/shared by citizens, tenants in the building, the Developer or its successors or assigns, members of the Elm Grove Police Department, the Village Manager and surveyed members of the Village Board of Trustees.
5. In the event that Developer or its successor or assign fails to install the banked parking spaces as provided herein, the Village and any agent or subcontractor thereof shall have a perpetual general easement throughout the PROPERTY to install requested banked parking spaces as shown on **Exhibit 8** and shall invoice Developer or its then successor or assign.
6. Installation of additional banked parking shall occur in two phases labeled Areas A and B on **Exhibit 8** attached hereto. Phase One shall be the installation of six parking spaces. Phase two shall be the installation of an additional eight parking spaces.
7. The Village may direct the installation of Phase Two only after Developer has fully installed Phase One and the Village has made a separate and subsequent determination pursuant to II. F. 4. that the six Phase One parking spaces, together with the existing surface and underground parking, do not provide adequate parking for the Property. The separate and subsequent determination must be based on new evidence of inadequate parking presented after installation of Phase One in accordance with processes and procedures as contained in II .F. 4. above.
8. Developer shall have the right at any time to voluntarily install any or all of the banked parking spaces after providing notice to the Village that Developer desires additional parking at the Property.
9. Installation of Banked Parking spaces shall comply with all applicable codes.
10. Unless otherwise prevented by Federal Emergency Management Agency or the State of Wisconsin Department of Natural Resources, the installation of Banked Parking Spaces shall occur within 180 days after a Notice to Install Banked parking is issued by the Village.
11. If Developer or its successor or assign fails to make payment within thirty (30) days of being invoiced, the Village may impose a special charge against the Property pursuant to Wis. Stat. § 66.0627 as subsequently amended from time to time. This section II. F. 4. – 12. shall survive the performance of this Agreement and shall bind Developer, its successors and assigns until all parking improvements provided for in **Exhibit 8** have been fully installed.
12. In the event Developer wishes to contest an alleged error in the Notice to Install Banked Parking, then Developer shall comply with all appeals procedures as outlined in Village Code of Ordinances §330-26 .

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G. Exterior Lighting and Signage.

1. Developer shall provide and install exterior lighting and signage for the Property in accordance with the Plans and Specifications, Exhibit 2. Developer shall bear all electrical and operational expenses for all lighting on the Property.

H. Pathways/Sidewalks.

1. Developer shall install concrete sidewalks on the Property in accordance with the Plans and Specifications, Exhibit 2.

III. Dedication of Public Improvements.

A. Transfer to Village

Subject to all of the other provisions of this Agreement and the Exhibits attached, Developer shall, without charge to the Village, upon completion of any Public Improvements situated on or off the Property, unconditionally give, grant, convey and fully dedicate the same to the Village, its successors and assigns, forever, free and clear of all encumbrances whatsoever, together with, including without limitation, all structures, mains, conduits, pipes, lines, machinery, equipment and appurtenances which may in any way be a part of such Public Improvements and together with any and all necessary easements for access thereto. At the time of conveyance, Developers shall provide the Village evidence of title insurance reflecting Developers' ownership of the Public Improvements. Developer shall also pay, when due, any transfer taxes that arise as a result from said dedication(s).

B. Notice and Acceptance.

At the end of the SAP's construction timeline, Developer shall notify the Village in writing of the completion of any Public Improvements described as such in the Plans and Specifications, Exhibit 2. Within seven (7) days of the date of such notice, the Village shall inspect and/or re-inspect as necessary any Public Improvements described in Developer's notice and prepare and deliver to Developer a written punch list of repairs necessary to bring such Public Improvements into conformance with the Plans and Specifications, Exhibit 2. Upon Developer's written notice to the Village that all punch list repairs for any such Public Improvement are complete, and following satisfactory completion of any applicable re-inspection, the Village shall, no later than forty-five (45) days following the date of such notice and subject to the re-inspection and approval of the Village, by separate resolution, accept the dedication of such Public Improvement. Simultaneous with the acceptance by the Village of any sanitary sewer improvement on the Property, Developer shall, at its sole expense, furnish to the Village one complete electronic file containing all record drawings.

C. Construction Warranty for Dedicated Public Improvements.

Developer warrants that all materials and workmanship furnished by Developer for

409 construction of the Public Improvements shall meet all state, federal, and local
410 requirements and specifications and that the Public Improvements which will be
411 dedicated to the Village are and will remain in good and sound condition for and
412 during a period of twelve (12) months from the date of final acceptance of
413 dedication by the Village.
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415 **D. Warranty Security.**

416 Developer shall furnish to the Village, prior to final acceptance of dedication of any
417 Public Improvements by the Village, warranty security, as provided for in section
418 VII. B, equaling ten percent (10%) of the total final cost of the Public
419 Improvements. Such letter of credit will be retained by the Village for a period of
420 twelve (12) months after the final acceptance of the Public Improvements as
421 security for Developer's guarantee that the workmanship and materials furnished
422 meet all state, federal, and local requirements and specifications and that the
423 applicable Public Improvements are and will remain in good and sound condition
424 for and during the twelve-month period from and after their acceptance.
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426 **E. Obligation to Repair.**

427 Developer shall make or cause to be made, at its own expense, any and all repairs
428 which may become necessary under and by virtue of Developer's warranty and shall
429 leave the Public Improvements which will be dedicated to the Village in good and
430 sound condition, satisfactory to the Village at the expiration of the warranty period;
431 provided, however, Developer's obligation to repair shall not extend to repairs
432 necessitated by or related to any act, omission, neglect or misconduct of the Village,
433 its agents, employees or contractors (and the letter of credit may not be drawn
434 against in such instances). In the absence of a written notice from the Village
435 identifying any specific deficiency, the Public Improvements will be deemed
436 approved at the end of the twelve-month warranty period and at such time the letter
437 of credit for such Public Improvements shall be released.
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439 **F. Notice of Repair.**

440 If, during the warranty period, the Public Improvements dedicated to the Village
441 shall, in the reasonable opinion of the Village Engineer in his or her reasonable
442 discretion, require any repairs or replacements which in his/her reasonable
443 judgment are necessitated by reason of settlement of foundation, structure or
444 backfill, or other defective workmanship and/or materials, the Developer shall,
445 upon written notification by the Village Engineer or Village Manager of the
446 necessity for such repairs, make such repairs, at its own cost and expense. In the
447 event Developer fails to make such repairs within a reasonable time after written
448 notice has been sent as provided herein, or fails to start work within thirty (30)
449 consecutive days after such written notice, weather permitting, the Village may
450 cause such work to be done, but has no obligation to do so, either by contract or
451 otherwise, and the Village may draw upon any letter of credit then in the Village's
452 possession to pay any costs or expenses incurred in connection with such repairs or
453 replacements. If the cost or expense incurred by the Village in repairing or replacing
454 any portion of the Public Improvements covered by this warranty exceeds the

455 amount of the letter of credit, then Developer shall, within thirty (30) consecutive
456 days of being invoiced by the Village, pay any excess cost or expense actually
457 incurred in the correction process. If Developer or its successors or assigns fail to
458 make payment within said thirty (30) consecutive days, the Village may assess a
459 special charge against the Property pursuant to Wis. Stat. § 66.0627 as subsequently
460 amended from time-to-time.

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462 **G. Maintenance Prior to Acceptance.**

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464 1. Developer shall maintain the Public Improvements which will be dedicated to the
465 Village until such time as they are accepted for dedicating by the Village. This
466 maintenance shall include routine maintenance. In cases where emergency
467 maintenance is required, such as sewer blockages, the Village retains the right to
468 complete the required emergency maintenance in a timely fashion and bill the
469 Developer for all actual associated costs.
470
471 2. All improvements to be dedicated to the Village under this Agreement shall be
472 maintained by Developer until they are accepted so they conform to the applicable
473 plans and specifications attached as Exhibits to this Agreement at the time of their
474 acceptance by the Village.
475

476 **IV. Miscellaneous Requirements.**

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478 **A. Underground Utilities.** All electrical, telephone, gas, water and cable utilities shall
479 be underground. Normal and customary above-ground utility facilities such as
480 transformers, service pedestals, gas vents, and the like approved in writing by the
481 Village Engineer and/or Zoning Administrator, or designee and in the case of water
482 by the Brookfield City Engineer, in their reasonable discretion are permissible.
483 Coordination of installation as shown on the Plans and Specifications shall be the
484 responsibility of Developer.
485
486 **B. Manner of Performance.** Developer shall cause all construction called for by this
487 Agreement to be carried out and performed in a good and workmanlike manner.
488
489 **C. Permits.** Except as set forth below with respect to permits and approvals related to
490 the Bluemound Road right-of-way and the public water main extension (which may
491 be obtained after the commencement of construction, demolition and/or hazardous
492 waste abatement), Developer hereby agrees to obtain all necessary permits and
493 approvals from all governmental authorities, including but not limited to the Village,
494 the City of Brookfield, MMSD and State of Wisconsin, prior to the start of
495 construction, demolition, and/or hazardous waste abatement. Developer shall be
496 solely responsible for payment of all applicable permit fees and costs. Specifically,
497 and not intending to limit the requirements of this Section IV.C., (i) with regard to
498 construction of the improvements in the Bluemound Road right-of-way contemplated
499 by this Agreement, prior to the start of such construction, Developer shall obtain
500 permit(s) from the Wisconsin Department of Transportation for the construction of

501 such improvements and Developer shall have completed or caused the completion of
502 a traffic control plan which shall be satisfactory to Village Staff and the Wisconsin
503 Department of Transportation; and (ii) with regard to the public water main extension
504 contemplated by this Agreement, prior to the start of any work on the water main
505 extension, Developer shall obtain the approval of the Wisconsin Department of
506 Natural Resources and the City of Brookfield for such water main extension.
507 Developer shall be solely responsible for payment of all applicable permit fees and
508 costs.

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510 **D. Locations.** The Developer agrees that the locations of existing municipal sanitary
511 sewer, storm water and water facilities as indicated on the Plans and Specifications
512 are approximate locations only. Developer is solely responsible for definitively
513 locating all such municipal facilities in the field, and no municipality shall bear any
514 liability if any of said facilities are not located within a reasonable distance from
515 that indicated in the documents described in this subsection.

516
517 **E. Pre-Construction Meetings.** Developer and its general contractor(s) shall attend
518 pre-construction meetings with Village and City of Brookfield staff and consultants
519 prior to commencing construction on the SAP.

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521 **V. Time**

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523 **A.** Developer shall complete, or cause the completion of the following aspects of the
524 improvements of the Property, all in compliance with the requirements of this
525 Agreement, but subject to Section 106-3(F) of the Village Code of Ordinances, and
526 in accordance with the following SAP schedules:

- 527
- 528 1. Upon the recording of the Development Agreement Developer shall commence
529 construction within twelve (12) months thereafter.
 - 530 2. Subject to the provisions of Section V. D. 1. of this Agreement, failure by
531 Developer to begin construction within said twelve (12) month period will result in
532 the automatic revocation of the rezoning to a Rm-2 Multiple-Family Residential
533 District and the Residential PDO zoning applied to the Property and reversion of
534 the zoning for the Property to B-3 Mid-Rise Office and Professional District zoning
535 classification.
 - 536 3. Within ten (10) months of the recording of the Development Agreement, the
537 Developer shall deliver to the Village, simultaneously with Developer's submission
538 of said construction plans to the Village of Elm Grove for approval, final
539 construction plans that strictly conform to the Plans and Specifications. The Village
540 agrees to conduct an initial review of copies of such construction plans to determine
541 whether they conform with Plans and Specifications approved by the Building
542 Board and to notify Developer within ten business days of the date the Village
543 becomes aware of any discrepancy between the construction plans submitted by
544 Developer and the Plans and Specifications as approved by the Village.
 - 545 4. All SAP improvements shall be completed pursuant to Section 106-3(H) of the Elm
546 Grove Village Code; however, Developer may apply for building permit extensions

547 upon expiration of the initial building permit to complete customized interior
548 improvements within individual apartment units.
549

550 B. Time is of the essence as to all deadlines set forth in this Agreement. Subject to the
551 provisions of section V. D. 1. of this Agreement, upon failure of Developer to meet
552 one or more deadlines specified in this section, Village may (but is not required to)
553 draw on the letter of credit provided for in section VII. B. and complete that aspect
554 of the SAP pertaining to the Public Improvements which will be dedicated to the
555 Village. The Village may also (but is not required to) restore the Property to grade
556 and stabilize the Property to achieve a dust-free, erosion-proof condition provided,
557 however, that this V. B. shall not be construed to grant the Village authority to
558 remove any building constructed by Developer on the Property solely due to
559 Developer's failure to meet one or more deadlines specified in this Agreement. In
560 the event the Village performs work on the Property under this Agreement, the
561 Village may charge the Developer one hundred ten percent (110%) of the actual
562 costs incurred by Village in completing that aspect of the SAP or restoring the
563 Property to grade and stabilizing the Property to a dust-free, erosion-proof
564 condition. The Village may draw upon any security provided in this Agreement for
565 the payment of said charges against the defaulting Developer and invoice said
566 Developer(s) for any costs in excess of any such security. If Developer fails to pay
567 such invoice, the Village shall have the right to assess a special charge against the
568 Property, or any portion thereof, under Wis. Stat. § 66.0627 as subsequently
569 amended from time-to-time.
570

571 C. Subject to the provisions of Section V. D. of this Agreement, Developer shall be
572 deemed to have forfeited its rights under this Agreement to construct the
573 Improvements set forth in the Plans and Specifications upon occurrence of any one
574 or more of the following events:
575 a. Developer fails to commence construction within the time permitted under
576 Section V. A. 1. of this Agreement, as applicable; or
577 b. Developer fails to obtain building permit(s) within Twelve (12) months of
578 the date of the recording of this Agreement.
579

580 **D. Cause of Delay and Notice of Default**

581
582 1. If delay in construction start or in completion of any Improvements on the Property
583 described in this Agreement is caused or contributed to by act, omission,
584 misconduct or neglect of the Village or those acting for the Village, labor disputes,
585 casualties, acts of God or the public enemy, governmental embargo restrictions,
586 shortages of fuel, labor or materials, action or non-action of public utilities or of
587 local, state or federal governments affecting the work or any other causes beyond
588 Developer's reasonable control, then the time of completion of such Improvement
589 shall be extended for the additional time caused by such delay. Developer shall
590 give written notice to the Village within twenty (20) calendar days of each
591 occurrence of any event together with substantiation that the event qualifies for the
592 granting of additional time under this Section. Failure by Developer to provide

593 written notice within the time provided hereunder shall constitute a waiver by
594 Developer of any right to an extension under the terms of this section.
595 2. The Village shall give Developer written notice of default twenty (20) consecutive
596 days prior to exercising its rights to cure any defaults by Developer in its
597 completion of Public Improvements in conformity with section V. B. above unless
598 the Village Manager in his or her sole discretion determines that such delay would
599 unreasonably endanger the health or safety of any persons or property within the
600 Village in which case the Village may provide a shorter time to cure.
601

602 **VI. Payment of Village Fees.**
603

604 Developer agrees to reimburse the Village for its planning, engineering, inspection, and
605 legal work associated with the SAP. Village shall keep a detailed accounting of such costs
606 and bill Developer at the rates contracted by the Village for such services.
607

608 **A. Developer shall, at the time of entry into this Agreement, pay the Village for:**
609

- 610 1. The Village's reasonable engineering and legal expenses incurred as of March 25,
611 2019, and shall further deposit with the Village Ten Thousand Dollars (\$10,000.00)
612 with respect to reimbursement of the Village's subsequent expenses arising out of
613 or related to entry into this Agreement. If Village reasonably incurs expenses which
614 exceed said posted \$10,000.00, Developer shall pay the Village such additional
615 sums within ten (10) consecutive days of the date of Village's invoice to Developer,
616 together with such other additional funds as necessary to maintain a balance of not
617 less than Five Thousand Dollars (\$5,000.00) at all times until the termination of all
618 other financial security provided to the Village under this Agreement. Said invoice
619 shall contain a summary of Village's costs for which payment is required under this
620 Section.
- 621 2. The Village hereby acknowledges that there are no municipal sanitary sewer
622 impact, reserve capacity, or similar municipal sewer impact fees due or owing as a
623 result of this Project. To the best of the Village's knowledge, there are no MMSD
624 sewer impact, reserve capacity, or similar district impact fees due or owing as a
625 result of the Project.
- 626 3. Developer acknowledges that it shall be responsible for payment at the time of
627 application for plumbing permits for the SAP and for any periodic sanitary sewer
628 charges that may be established by the Village and/or MMSD on a municipality- or
629 district-wide basis as well as any fees, assessments, and/or costs applicable to the
630 SAP that may be associated with Developer's extension of municipal water
631 referred to in Section II. C. 1. of this Agreement or Elm Grove storm water utility
632 district fees.

633 **B. Developer acknowledges and agrees that, in the event the Developer remains in**
634 **default concerning payment of any fees and/or the making of any deposits required**
635 **under this Agreement for twenty (20) days except during the last sixty (60) days of**
636 **the term of a letter of credit, the Village shall have the right, subject to section V.**
637 **D. 2., at its sole discretion, to draw upon any security provided by Developer and**
638

639 held by the Village under this Agreement, post a Stop Work order on the SAP
640 pertaining to Developer, withhold inspections and/or the granting of any permit(s)
641 and/or pursue any other remedy available to the Village under this Agreement or
642 Wisconsin law.

- 643
644 C. Developer shall be responsible for payment of all applicable permit fees set forth
645 in the Village Code of Ordinances and the costs of all inspections of the SAP.
646

647 **VII. Representations, Guarantee, Security for Payment and Performance of Developer's**
648 **Obligations.**

649
650 **A. Financing.**

- 651
652 1. Developer shall represent through its written submittals to Village Staff and
653 attorney that Developer has sufficient financial resources committed to allow
654 Developer to complete the SAP as proposed for approval. Developer shall cause
655 any conditions to such commitment(s) to be removed as a condition of the recording
656 of this Agreement and, upon Developer's failure to remove all conditions of its
657 financing commitment(s) within twelve (12) months of the approval of this
658 Agreement of the SAP, the Developer's rights and obligations under this
659 Agreement shall terminate and the Rm-2 Multiple-Family Residential District and
660 Residential PDO District zoning granted to the Property shall be revoked and the
661 Property shall revert back to the underlying B-3 Mid-Rise Office and Professional
662 District zoning classification.
663

664
665 **B. Performance Guarantee.**

- 666
667 1. As a condition of obtaining execution of this Agreement, Developer shall deliver
668 or cause to be delivered to the Village Manager one original irrevocable letter of
669 credit, as follows:
670
671 a. One letter of credit equal to Eight Hundred Sixty-Six Thousand Four
672 Hundred Thirty-Seven and 00/100ths Dollars (\$866,437.00) issued by a
673 federally insured banking institution, the financial condition of which is
674 acceptable to the Village, naming Village as payee and being in a form
675 acceptable to the Village Attorney. Said letter of credit shall guarantee one
676 hundred twenty-five percent (125%) of the construction of landscaping,
677 parking lot, access/egress improvements, sidewalks, curbing, exterior
678 lighting, water distribution system installation, storm water system
679 facilities, site restoration, and erosion control measures required under this
680 Agreement for the SAP together with the Village's engineering,
681 administrative, and inspection fees projected by the Village to arise out of
682 this Agreement. Upon receipt, the letter of credit provided hereunder shall
683 be in substantial compliance with that form attached hereto as **Exhibit 4**.
684 Except for such amounts that may otherwise be released under the

685 provisions of this Section, said letter of credit shall be renewed annually and
686 evidence of renewal presented to the Village not less than thirty (30) nor
687 more than sixty (60) days prior to its expiration. Failure to renew the letter
688 of credit prior to its expiration shall entitle the Village to withdraw all funds
689 remaining.

690
691 c. The letter of credit under this Section shall be released within twelve (12)
692 months of Developer completing the SAP provided all material terms and
693 provisions of this Agreement have been satisfied, except for 10% of the
694 Public Improvement cost as outlined in III. D.

695
696 **C. Impact Fee Waiver.**

697
698 Wisconsin Statute § 66.0617 restricts the ability of the Village to collect impact
699 fees. The Developer agrees that any payments to the Village under this Agreement
700 are not intended to, nor constitute impact fees and are not intended to be restricted
701 or controlled by Wis. Stat. § 66.0617. Developer, on behalf of itself and its
702 successors and assigns, waives the right to claim application of Wis. Stat. § 66.0617
703 to the payments made in accordance with this Agreement.

704
705 **D. Reduction of Security Upon Partial Completion.**

706
707 The amount of the security will be reduced as the improvements are partially
708 completed and approved by the Village Engineer in accordance with the following
709 procedure:

- 710
711 1. From time-to-time during the course of construction Developer may request the
712 Village Engineer to inspect the construction work, including but not limited to
713 landscaping, completed by Developer to that date for purposes of seeking partial
714 release, and the Village Engineer, as agent of the Village, shall use its best efforts
715 to make such inspection within seven (7) days after the request.
- 716 2. The request to inspect shall be accompanied by a certification prepared by the
717 Developer's architect and stating the work completed, an estimate of the dollar
718 value of the work completed to the date of the request and since the Developer's
719 architect's last certification and that the work has been completed in a good and
720 workmanlike manner and in compliance with the Plans and Specifications, Exhibit
721 2 and Ordinances. Developer's architect's certification shall also include an
722 estimate of the cost to complete the remaining balance of the improvements, on a
723 form and presented in a manner reasonably acceptable to the Village Engineer.
- 724 3. The request for inspection shall further be accompanied by a sworn contractor's
725 statement and appropriate photocopies or originals of lien waivers showing that all
726 work in place and for which a reduction in the Security is requested has been fully
727 paid for or that all liens have been waived.
- 728 4. Upon receipt of the required documentation, the Village Engineer shall conduct its
729 inspection and certify to the Village and to the financial institution issuing any letter
730 of credit the dollar value of the work completed to the date of the request for

731 inspection and since the last certification by the Village Engineer, provided the
732 Village Engineer finds that the work has been completed in a good and
733 workmanlike manner and in compliance with the approved Plans and Specifications
734 and Ordinances, that no mechanic's or other liens will attach to the Property or to
735 any property of the Village as a result of the installation of the improvements and
736 that Developer's architect's estimate of the dollar value of the work completed and
737 the cost to complete the remaining improvements are reasonable. Based upon those
738 findings, the Village Engineer shall approve a reduction in the Security so long as
739 the balance remaining in the Security is at least equal to one hundred and ten percent
740 (110%) of the cost to complete all the remaining improvements' depending on the
741 projected time of completion of same.

742
743 **E. Release of Security Upon Completion.**
744

745 Upon final completion of all of the SAP improvements, the acceptance by the
746 Village of the Public Improvements, and posting of any required warranty or
747 maintenance security, the then remaining balance of Developer's Security shall be
748 released and returned, after first drawing upon the security (if required) for any fees
749 and costs due and owing to the Village pursuant to all applicable ordinances upon
750 thirty (30) days' prior written notice to Developer.
751

752 **F. Return of Excess Proceeds After Default.**
753

754 In the event of default by Developer, if any of the Security funds remain in the
755 possession of the Village after all of the private and Public Improvements
756 guaranteed under this Section VII have been completed in a good and workmanlike
757 manner and in accordance with the Plans and Specifications, Exhibit 2 and
758 Ordinances, all warranty or maintenance obligations (if any) are satisfied and all
759 fees, costs and expenses of the Village, including reasonable attorney's fees,
760 engineering fees, consultant fees or other out-of-pocket expenses incurred in
761 completing the improvements, in releasing liens thereon in paying for work
762 completed prior to default are paid, or other costs incurred as a result of the default
763 of Developer; then any remaining balance shall be paid to the Developer, subject
764 to any claim to said funds asserted by any financial institution issuing any letter of
765 credit given as Security.
766

767 **VIII. Method of Improvement.**
768

769 Developer has requested and been granted "enhanced density" under Sections 335 – 21. 1.
770 C. Z., 335 – 30 F. 3. of the Village Code of Ordinances based on Developer's
771 representations to the Village concerning the high quality of exterior and interior materials,
772 design details, workmanship and features to be provided by Developer under this
773 Agreement. Therefore, Developer hereby agrees to engage contractors for all work
774 included in this Agreement that will perform the work in a good and workmanlike manner.
775 Developer further agrees to use materials and make the various installations in accordance
776 with the Plans and Specifications made a part of this Agreement by reference and including

777 those standard specifications for public improvements as the Village Board or its
778 Commissions may have adopted and published prior to the signing of this Agreement.

779
780 **IX. Indemnification and Insurance.**

781
782 **A. Indemnification.**

- 783
784 1. In addition to, and not to the exclusion or prejudice of, any provisions of this
785 Agreement or documents incorporated herein by reference, Developer shall
786 INDEMNIFY AND SAVE HARMLESS the Village, its officers, agents and
787 employees, and shall defend the same from and against any and all liability, claims,
788 loss damages, interest, actions, suits, judgments, costs, expenses, attorneys' fees,
789 and the like, which result from or arise in the course of, out of, or as a result of the
790 performance, incorrect performance, or nonperformance (other than where Section
791 V. A. 2. of this Agreement results in a reversion of the PDO District zoning for the
792 SAP) of Developer's obligations under this Agreement or Developer's negligent
793 construction of improvements covered thereby until the granting of the last
794 occupancy permit pertaining to the SAP and thereafter only if the occurrence giving
795 rise to the claim predates the granting of the last occupancy permit. The language
796 of this Section IX notwithstanding, Developer shall have no obligation to
797 indemnify, save harmless or defend the Village resulting from negligent or
798 intentional acts of the Village, its officers, agents, employees, or the residents of
799 individual apartment units.
- 800 2. In every case where Developer is obligated to indemnify and save harmless the
801 Village, its officers, agents and employees, if judgment is rendered against the
802 Village, its officers, agents, or employees and notice and opportunity to defend was
803 given to the Developer of the pendency of the suit within ten (10) days after service
804 of the summons and complaint on the Village, such judgment shall be conclusive
805 upon the Developer not only as to the amount of damages, but also as to its liability
806 to the Village and/or its officers, agents, and employees.

807
808 **B. Insurance.**

809
810 Developer shall maintain at all times, until the granting by the Village of the final
811 occupancy permit, insurance with minimum limits and coverage as shown below:

- 812
813 1. Worker's Compensation, including Occupational Disease, Insurance meeting the
814 statutory requirements of the State of Wisconsin, and Employer's Liability
815 insurance in an amount of at least Five Hundred Thousand Dollars (\$500,000.00).
816 2. Comprehensive Liability Insurance providing limits for bodily injury and personal
817 injury of Two Million Dollars (\$2,000,000.00) combined single limit. The policy
818 must include the Village and its agents, officers, and employees as "additional
819 insureds" and provide premises, operations, elevators, damage, blanket contractual
820 covering indemnities within contract documents, products and completed
821 operations coverage and be endorsed as "primary and non-contributory" to any
822 insurance of the additional insured, except from their sole negligence

- 823 3. Comprehensive Automobile Liability Insurance, on occurrence basis, covering all
824 owned, non-owned, and hired vehicles with limits of liability equal to those set
825 forth in paragraph IX. B. 2. hereinabove.
826

827 **C. Certificate of Insurance.**
828

829 Developer shall furnish to the Village one or more certificates of insurance
830 evidencing the issuance of policies covering the above-recited insurance
831 requirements at the time of the execution of this Agreement, which shall be attached
832 hereto as **Exhibit 5**. All certificates of insurance must state that notice of any
833 material change in coverage, non-renewal, or cancellation will be provided to the
834 Village thirty (30) days prior to the effective date of any such change, non-renewal,
835 or cancellation. The form of the certificate of insurance will be subject to the
836 approval of the Village. The certificate of insurance shall be delivered prior to the
837 signing of this Agreement.
838

839 **D. No Limit on Liability.**
840

841 It is understood and agreed that the insurance coverage and limits required above
842 shall not limit the extent of Developers' responsibilities and liabilities pursuant to
843 this Agreement or imposed by law.
844

845 **X. General Conditions and Regulations.**
846

847 All the provisions of the Village Ordinances relating to use and development of land, as
848 amended from time-to-time are incorporated herein by reference, and all such provisions
849 shall bind the parties hereto and be a part of this Agreement as fully as if set forth at length
850 herein. This Agreement and all work and improvements required hereunder shall be
851 performed and carried out in strict accordance with and subject to the provision of said
852 ordinances and this Agreement.
853

854 **XI. Assignment of Rights.**
855

- 856 **A.** Neither Developer nor any successor and/or assign permitted under this Agreement
857 shall assign this Agreement or any rights granted hereunder without the prior
858 written consent of the Village and prior to the performance of all of the provisions
859 of this Agreement. The Village Board reserves the right to increase the amount of
860 security hereunder in the event of any consent to any assignment.
861

862 **XII. Amendments.**
863

864 The Village Board and Developer, by mutual consent, may amend this Agreement only
865 upon entry into a subsequent written agreement approved at a meeting of the Village Board
866 of Trustees for the Village of Elm Grove. The Village Board shall not, however, consent
867 to an amendment until after first having received a recommendation from the Village Plan
868 Commission.

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XIII. Notices.

The Parties consent that any notice given hereunder shall be in writing and delivered by two (2) of the following: electronic transmission, or in person, mailed by registered or certified mail, return receipt requested, or delivered via overnight courier:

- 1. Electronic notices must be delivered to the below addresses:
 - a. Developer:
 - i. William Rutherford: w.rutherford@horizondbm.com; or
 - ii. Scott Kwiecinski: s.kwiecinski@horizondbm.com
 - b. Village:
 - i. Dave DeAngelis: ddeangelis@elmgrovetwi.org; or
 - ii. Tom Harrigan: tharrigan@elmgrovetwi.org
- 2. Mail Delivery:
 - a. To the Village:
 - i. Village Clerk, 13600 Juneau Blvd., Elm Grove, WI 53122.
 - b. To the Developer:
 - i. 5201 East Terrace Drive, Suite 300, Madison, WI 53718

Any party may, by notice as provided above, designate a different address from time to time. Any such notice shall be effective on the date of receipt.

XIV. Default by Developer.

- A. The failure of the Village to insist in any one or more instances upon performance of any term or condition of this Agreement shall not be construed a waiver of future performance. The obligations of the Developer with respect to such term, covenant or condition shall continue in full force and effect.
- B. In addition to any other remedies otherwise provided under this Agreement or the Village Code of Ordinances, the Village shall have the right to withhold inspections and/or permits for the SAP, and/or to bring an action in the Circuit Court for Waukesha County for violation(s) of this Agreement and shall be entitled to recover reasonable attorneys' fees from the defaulting Developer.

If Developer fails to commence construction of the SAP, the Village shall not have the right to seek or compel specific performance for the construction of said SAP under this Agreement.

XV. Exculpation of Village Elected Officials in Personal Capacity.

The parties mutually agree that the President, Board of Trustees, and Plan Commission of the Village of Elm Grove, entered into and are signatory to this Agreement solely in their

915 official capacity and not individually, and shall have no personal liability or responsibility
916 hereunder; and personal liability as may otherwise exist, being expressly released and/or
917 waived.
918

919 **XVI. Execution of Deed Restriction Precluding Occupancy by a Person Under Sixty-Two**
920 **Years of Age.**

- 921
- 922 A. Developer acknowledges that but for its expressed representation to utilize the
923 proposed SAP exclusively for senior apartments for persons sixty-two (62) years
924 of age with units significantly smaller than the average residential unit and with
925 limited parking spaces, it would not have obtained the rezoning provided for under
926 this Agreement.
927
- 928 B. To induce the Village to enter into this Agreement Developer hereby agrees:
929
- 930 1. To execute and deliver prior to the time of the recording of this Agreement a deed
931 restriction precluding residential occupancy within the SAP by anyone younger
932 than sixty-two (62) years of age.
933

934 **XVII. Miscellaneous Provisions.**

- 935
- 936 A. The Parties acknowledge and represent that this Agreement is the subject of
937 negotiation by all parties and that all parties together shall be construed to be the
938 drafter hereof and this Agreement shall not be construed against any party
939 individually as drafter.
940
- 941 B. Legal Relationship. Nothing in this Agreement shall be construed to create an
942 employer/employee relationship, joint employer, a joint venture or partnership
943 relationship, or a principal/agent relationship between the Village and Developer.
944
- 945 C. This Agreement shall not be construed to abridge or waive the Village's authority
946 under Wis. Stat. § 62.23.
947
- 948 D. The parties hereby acknowledge that this Agreement imposes on them, and their
949 respective officers, agents, and employees, a duty of good faith and fair dealing.
950
- 951 E. Survival. Except as otherwise expressly provided in Section V. C. of this
952 Agreement, all guarantees, agreements, representations, and warranties made
953 herein shall survive the execution of this Agreement. The Indemnification and
954 Insurance section IX shall survive for nine (9) years following the signing of this
955 Agreement.
956
- 957 This Agreement shall be binding upon the Parties their respective heirs, personal
958 representatives, executors, or successors and assigns.
959

- 960 F. Developer represents and warrants that it is a duly organized and validly existing
961 limited liability company in good standing under the laws of the State of Wisconsin
962 and that the execution and performance of this Agreement has been duly authorized
963 by resolution.
964
- 965 G. This Agreement may be executed in one or more counterparts, each of which shall
966 be deemed an original but all of which together shall constitute one and the same
967 instrument.
968
- 969 H. Recording. This Agreement and its Exhibits thereof, shall be recorded with the
970 Register of Deeds for Waukesha County.
971
- 972 I. All time periods referred to in this Agreement shall be calculated on the basis of
973 consecutive calendar days.
974
975
976

990
991 **IN WITNESS WHEREOF**, Developer and Village have caused this Agreement to be signed by
992 their appropriate officers and their corporate seals to be hereunto affixed in two (2) original
993 counter-parts the day and year first above written.

994
995 **VILLAGE OF ELM GROVE**

996
997 By: _____
998 Neil H. Palmer, Village President
999

1000 ATTEST: _____
1001 Mary S. Stredni, Village Clerk

[Village Seal]

1002
1003 State of Wisconsin }
1004 }ss.
1005 County of Waukesha }

1006
1007 Personally came before me this _____ day of _____ 2019, the above-named
1008 Neil Palmer, Village President and Mary Stredni, Village Clerk, of the Village of Elm Grove,
1009 who executed the foregoing instrument by its authority and on its behalf and acknowledged the
1010 same.

1011
1012
1013
1014 _____
1015 Notary Public, State of Wisconsin
1016 My Commission: _____

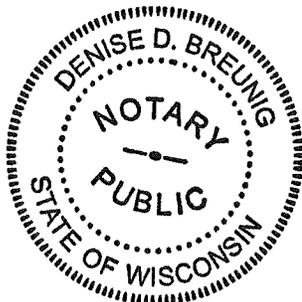
1017 **Elm Grove Heights, LLC**
1018 **By Elm Grove Heights MM, LLC, its**
1019 **Manager**

1020
1021 By: 
1022 Daniel D. Fitzgerald, Authorized Member

[Seal]

1023
1024
1025 State of Wisconsin }
1026 }ss.
1027 County of Waukesha }

1028 Personally came before me this 8th day of August 2019, the above-named
1029 Daniel D. Fitzgerald, the authorized member of Elm Grove Heights MM, LLC, the Manager of
1030 Elm Grove Heights, LLC, who executed the foregoing instrument by its authority and on its
1031 behalf and acknowledged the same.



1032
1033 _____
1034 Denise D. Breunig
1035 Notary Public, State of Wisconsin

1036
1037
1038

My Commission: 5-31-23

1024	Exhibit List	
1025		
1026	Exhibit 1	Legal Description
1027	Exhibit 2	Plans and Specifications
1028	Exhibit 3	Temporary Access Easement
1029	Exhibit 4	Irrevocable Letter of Credit
1030	Exhibit 5	Certificate of Insurance
1031	Exhibit 6	Utility Easement
1032	Exhibit 7	Storm Water Management Facility Maintenance Agreement
1033	Exhibit 8	“Banked” Parking Installation Plan
1034	Exhibit 9	Perpetual General Easement
1035		
1036		

EXHIBIT 1
LEGAL DESCRIPTION

1037
1038
1039
1040
1041 Lot 2 of Certified Survey Map No. 8351, being a redivision of Parcel 2 of Certified Survey Map
1042 No. 5703, being a part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast
1043 $\frac{1}{4}$, and the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 25, Town 7 North, Range 20 East, in the
1044 Village of Elm Grove, Waukesha County, Wisconsin.
1045
1046
1047 Tax Parcel No. EGV 1108980001

Viewers are advised to ignore the illegible text, drawings, and maps on the following pages of this document. They are presented to show spatial relationships only.

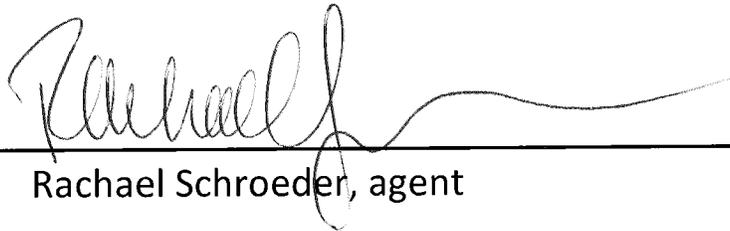
Authorized by:  _____
Rachael Schroeder, agent

EXHIBIT 2
PLANS AND SPECIFICATIONS

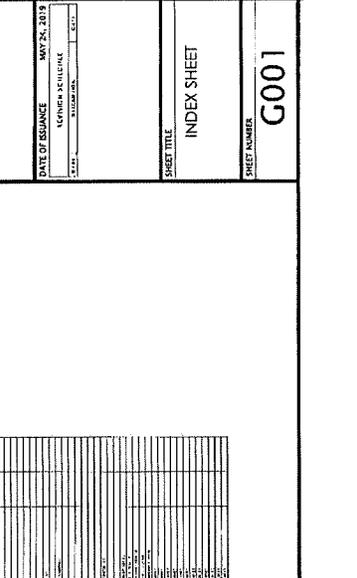
ABBREVIATIONS

A	As Shown
B	Block
C	Center
D	Dimension
E	Elevation
F	Finish
G	Grade
H	Horizontal
I	Inset
J	Joint
K	Key
L	Level
M	Material
N	Note
O	Offset
P	Profile
Q	Quantity
R	Radius
S	Section
T	Tag
U	Unit
V	Vertical
W	Wall
X	Extension
Y	Yield
Z	Zone

SYMBOL LEGEND

VIEW NUMBER	VIEW NAME	VIEW SCALE
19	ELM GROVE HEIGHTS	1/8" = 1'-0"
WALL TAG	DOOR TAG	KEYNOTE TAG
SECTION CALLOUT	FURNITURE TAG	EQUIPMENT TAG
ELEVATION CALLOUT	ELEVATION DATUM	NORTH ARROW
EXISTING CONSTRUCTION	NEW CONSTRUCTION	EXISTING GRID AND IDENTIFICATION

VICINITY MAP



PROJECT ADDRESS

ELM GROVE HEIGHTS
13040 WEST BLUEMOUND ROAD
ELM GROVE, WISCONSIN 53122

OWNER INFORMATION

HORIZON DEVELOP BUILD MANAGE
3900 S. PRAIRIE HILL LN.
GREENFIELD, WI 53228

PROJECT TEAM

GENERAL CONTRACTOR
HORIZON DEVELOP BUILD MANAGE
3900 S. PRAIRIE HILL LN.
GREENFIELD, WI 53228
CONTACT: Philip Schmitz
EMAIL: p.schmitz@horizondbm.com
MAIN: 414.727.2620

ARCHITECTURAL

JLA ARCHITECTS & PLANNERS
2418 CROSSROADS DRIVE - SUITE 2300
MADISON, WISCONSIN 53718
CONTACT: John Schmitz
EMAIL: jschmitz@jla-arch.com
PHONE: 608.442.3653

CIVIL ENGINEERING

EXCEL ENGINEERING
100 CAMELOT DRIVE
FOND DU LAC, WI 54635
CONTACT: Jason Doye
EMAIL: jason.d@excelengineer.com
MAIN: 920.926.9800

STRUCTURAL ENGINEERING

MP-SQUARED ENGINEERS, LLC
583 D'ONOFRIO DRIVE - SUITE 201
MADISON, WISCONSIN 53719
CONTACT: Preston Baker, PE
EMAIL: pbaker@mpsqr.com
PHONE: 608.888.1667

LANDSCAPE ARCHITECTURE

INSITE LANDSCAPING DESIGN, INC.
11525 WEST NORTH AVENUE
WAUWATOSA, WI 53226
CONTACT: Michael Davis
EMAIL: mdavis@insitedesigninc.com
main: 414.476.1204

PROJECT ADDRESS

ELM GROVE HEIGHTS
13040 WEST BLUEMOUND ROAD
ELM GROVE, WISCONSIN 53122

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PHONE: 608.442.3653

CIVIL ENGINEERING

EXCEL ENGINEERING
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FOND DU LAC, WI 54635
CONTACT: Jason Doye
EMAIL: jason.d@excelengineer.com
MAIN: 920.926.9800

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MADISON, WISCONSIN 53719
CONTACT: Preston Baker, PE
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PHONE: 608.888.1667

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WAUWATOSA, WI 53226
CONTACT: Michael Davis
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main: 414.476.1204

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CONTACT: Jason Doye
EMAIL: jason.d@excelengineer.com
MAIN: 920.926.9800

STRUCTURAL ENGINEERING

MP-SQUARED ENGINEERS, LLC
583 D'ONOFRIO DRIVE - SUITE 201
MADISON, WISCONSIN 53719
CONTACT: Preston Baker, PE
EMAIL: pbaker@mpsqr.com
PHONE: 608.888.1667

LANDSCAPE ARCHITECTURE

INSITE LANDSCAPING DESIGN, INC.
11525 WEST NORTH AVENUE
WAUWATOSA, WI 53226
CONTACT: Michael Davis
EMAIL: mdavis@insitedesigninc.com
main: 414.476.1204

PROJECT ADDRESS

ELM GROVE HEIGHTS
13040 WEST BLUEMOUND ROAD
ELM GROVE, WISCONSIN 53122

OWNER INFORMATION

HORIZON DEVELOP BUILD MANAGE
3900 S. PRAIRIE HILL LN.
GREENFIELD, WI 53228

PROJECT TEAM

GENERAL CONTRACTOR
HORIZON DEVELOP BUILD MANAGE
3900 S. PRAIRIE HILL LN.
GREENFIELD, WI 53228
CONTACT: Philip Schmitz
EMAIL: p.schmitz@horizondbm.com
MAIN: 414.727.2620

ARCHITECTURAL

JLA ARCHITECTS & PLANNERS
2418 CROSSROADS DRIVE - SUITE 2300
MADISON, WISCONSIN 53718
CONTACT: John Schmitz
EMAIL: jschmitz@jla-arch.com
PHONE: 608.442.3653

CIVIL ENGINEERING

EXCEL ENGINEERING
100 CAMELOT DRIVE
FOND DU LAC, WI 54635
CONTACT: Jason Doye
EMAIL: jason.d@excelengineer.com
MAIN: 920.926.9800

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SET ISSUE

STATE OF WISCONSIN PLAN REVIEW SET
MAY 24, 2019

SHEET INDEX

NO.	TITLE	DATE	BY	CHECKED
1	INDEX SHEET			
2	FOUNDATION PLAN			
3	GENERAL NOTES			
4	FOUNDATION PLAN			
5	FOUNDATION PLAN			
6	FOUNDATION PLAN			
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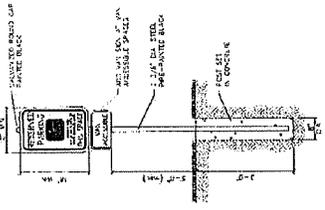
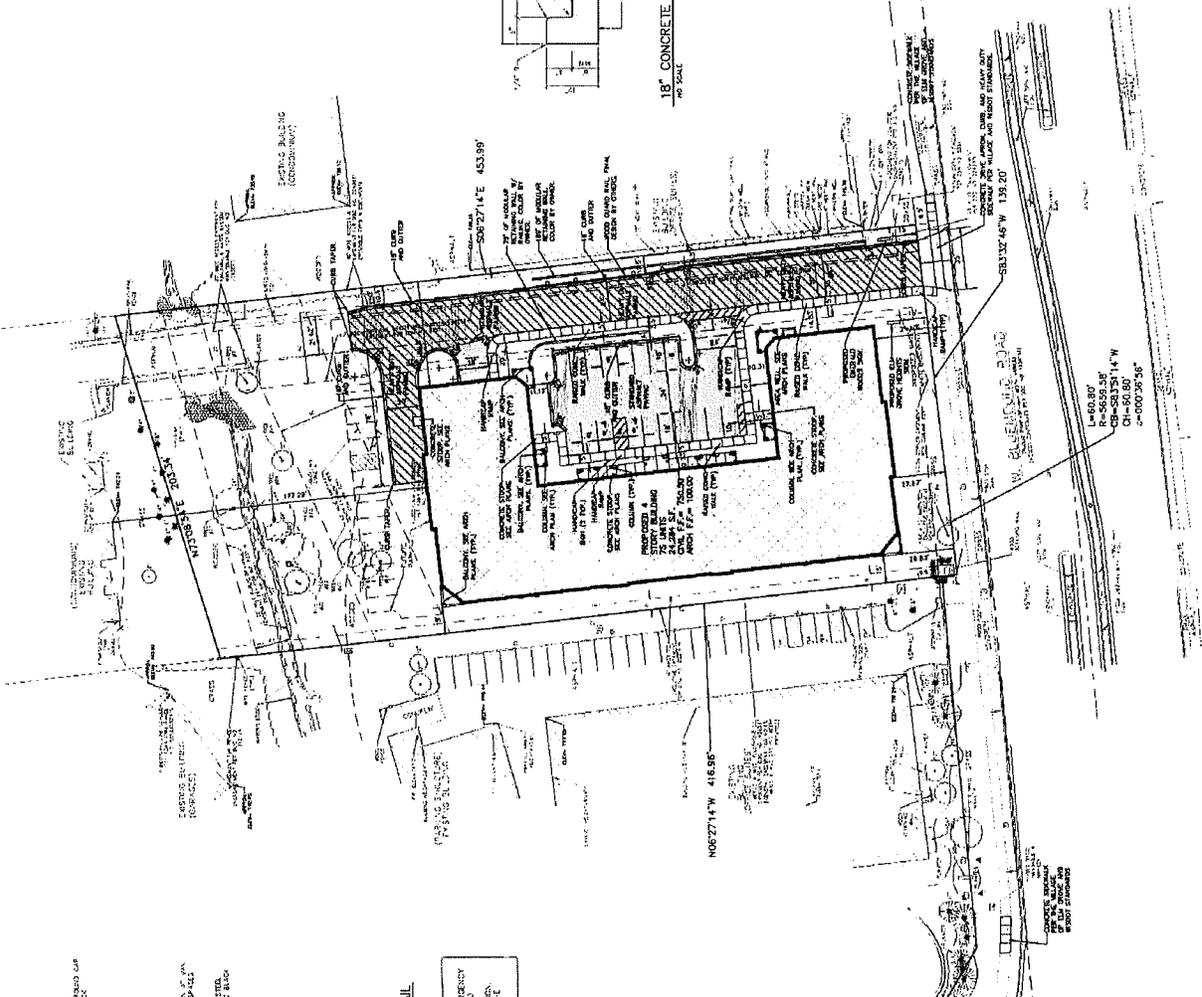
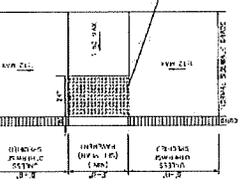
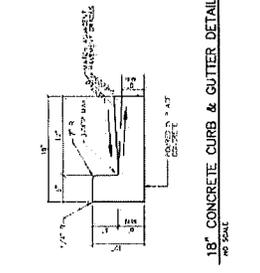
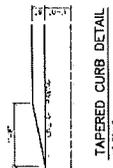
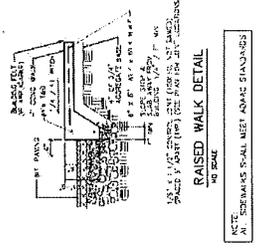
SITE INFORMATION:
 PROJECT AREA: AREA = 87,051 SF (2.0 ACRES)
 EXISTING ZONING: B 3 (MID-RISE OFFICE & PROFESSIONAL DISTRICT)
 PROPOSED ZONING: PNC-2 (WITH PLANNED DEVELOPMENT OVERLAY)
 PROPOSED USE: SHELTER APARTMENTS
 AREA OF SITE DISTURBED: 51,000 SF (1.12 ACRES)
 PROPOSED BUILDING HEIGHT: 5'-4" MAX. HEIGHT: 35'
 PARKING REQUIRED: 111 SPACES FOR BUILDING WITH 331 SPACES REQ.
 PARKING PROVIDED: 10 SPACES MENAP GARAGE (2 R.C. ACCESSIBLE)
 71 STALLS UNDER PREVIOUS BUILDING (3 R.C. ACCESSIBLE)
 89 STALLS TOTAL (119 AVAILABLE), 100'

CONCRETE SLAB DATA

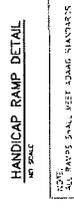
PROJECT SET	AREA (SQ. FT.)	THICKNESS (IN.)	WEIGHT (KIP)	WEIGHT (KIP)
FLOOR AREA	829	8.00	67.04	28.15
WALL INTERIOR	522	8.00	43.36	18.35
WALL EXTERIOR	159	8.00	13.13	5.64
TOTAL			123.53	52.14

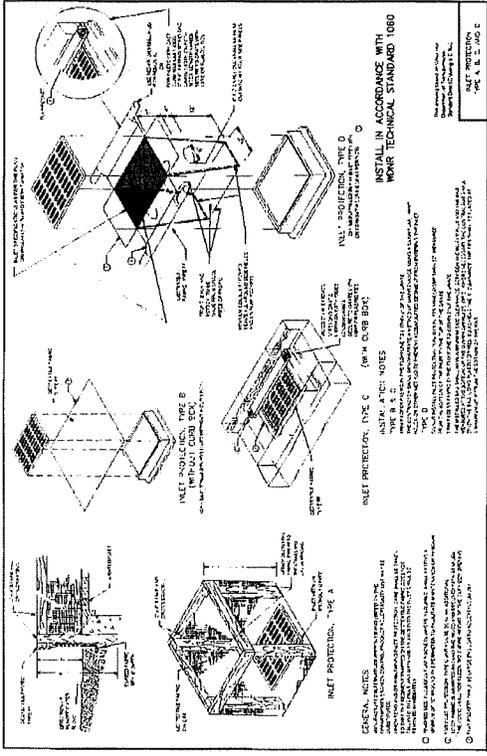
PROPOSED CURB DATA

PROJECT SET	AREA (SQ. FT.)	THICKNESS (IN.)	WEIGHT (KIP)	WEIGHT (KIP)
PROPOSED CURB	173	8.00	14.24	6.17
PROPOSED CURB	173	8.00	14.24	6.17
TOTAL			28.48	12.34

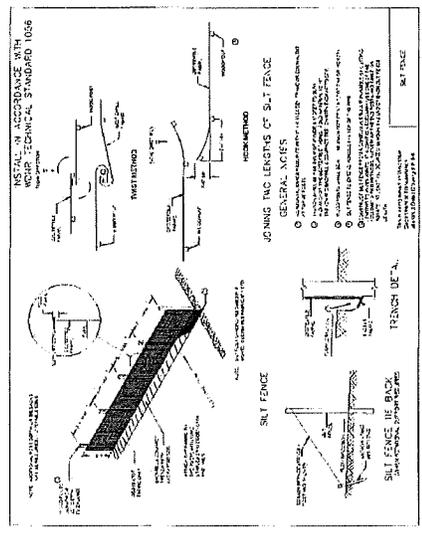


HANDICAP SIGNAGE DETAIL
 1/8" SCALE
 CONTRACTOR TO MAINTAIN ACCESS FOR AGING AND DISABILITY SERVICES TO THE BUILDING. THE CONTRACTOR SHALL PROVIDE A 6" x 6" SIGNAGE POST WITH 1/4" RADIUS AND 18" x 18" SIGNAGE PLATE WITH 1/4" RADIUS.



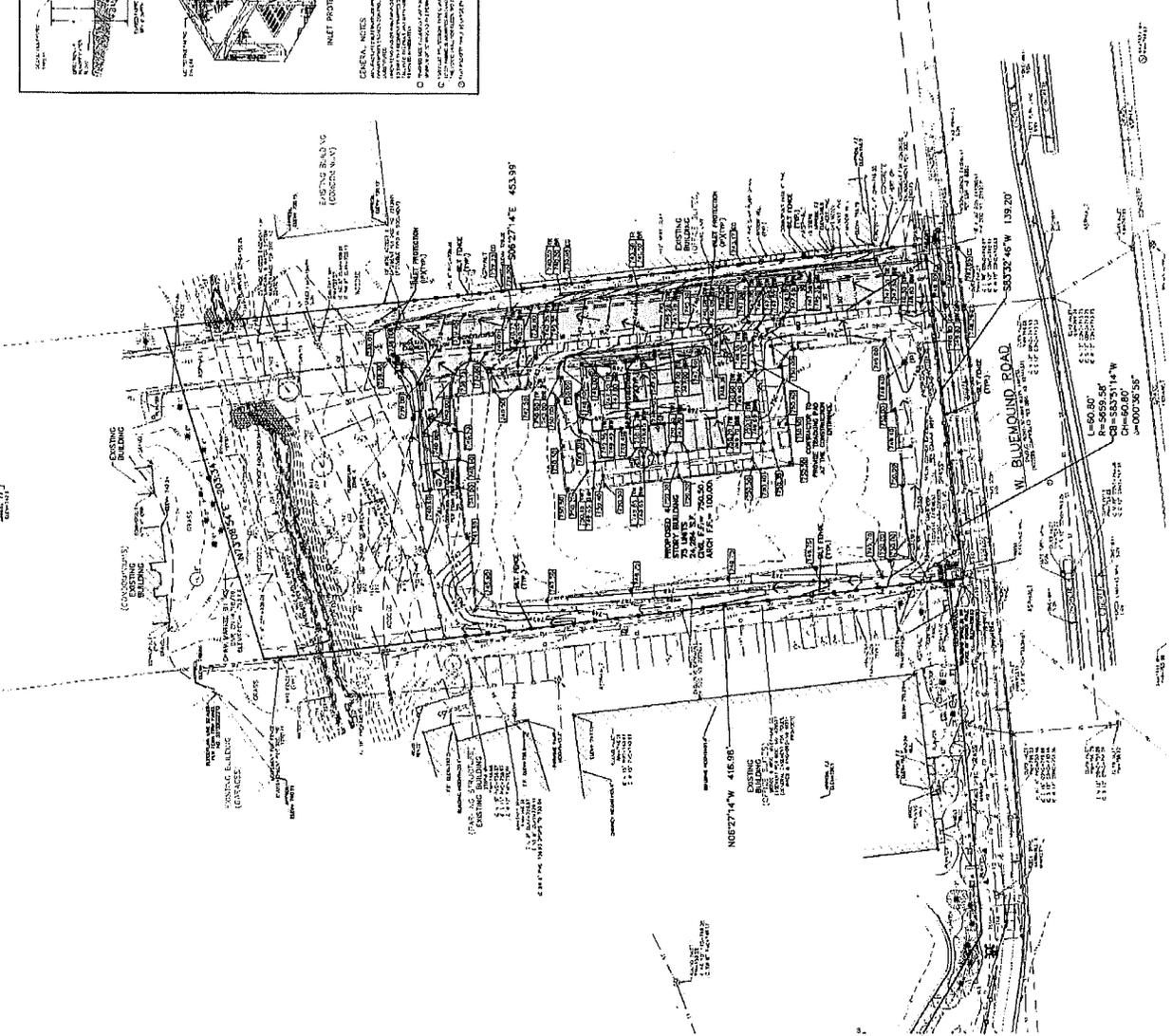


INLET PROTECTION DETAILS
 NO SCALE



SILT FENCE - INSTALLATION DETAIL
 NO SCALE

NOTE:
 CONTRACTOR SHALL MAINTAIN ACCESS TO ALL UTILITIES AND SERVICES AT ALL TIMES.
 ALL UTILITIES AND SERVICES SHALL BE MAINTAINED AT ALL TIMES.
 ALL UTILITIES AND SERVICES SHALL BE MAINTAINED AT ALL TIMES.





EXCEL
ARCHITECTS & ENGINEERS LLP
1304 W. BLUEMOUND ROAD • ELM GROVE, WI
TEL: 414.461.1000
WWW.EXCELARCHITECTS.COM

**PROPOSED DEVELOPMENT FOR:
ELM GROVE HEIGHTS**
1304 W. BLUEMOUND ROAD • ELM GROVE, WI

NOT FOR CONSTRUCTION

DATE: MAY 8, 2019
DESIGNER: J. J. JENSEN
PROJECT: 1304 W. BLUEMOUND ROAD

SHEET INFORMATION
PROJECT: 1304 W. BLUEMOUND ROAD
SHEET: C1.7

StormTrap

DESIGNER: J. J. JENSEN
DATE: MAY 8, 2019
PROJECT: 1304 W. BLUEMOUND ROAD

PROJECT INFORMATION

PROJECT: 1304 W. BLUEMOUND ROAD
SHEET: C1.7

GENERAL NOTES

1. THIS DETAIL IS FOR THE STORMTRAP SYSTEM AS SHOWN IN THE ARCHITECTURAL DRAWINGS.
2. THE STORMTRAP SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. THE STORMTRAP SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S MAINTENANCE AND REPAIR INSTRUCTIONS.
4. THE STORMTRAP SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S SAFETY INSTRUCTIONS.

DETAILS

1. **FRONT ELEVATION**
2. **BACK ELEVATION**
3. **TOP VIEW**
4. **SECTION**

4.0

BACK ELEVATION DETAIL

StormTrap

DESIGNER: J. J. JENSEN
DATE: MAY 8, 2019
PROJECT: 1304 W. BLUEMOUND ROAD

PROJECT INFORMATION

PROJECT: 1304 W. BLUEMOUND ROAD
SHEET: C1.7

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DETAILS

1. **FRONT ELEVATION**
2. **BACK ELEVATION**
3. **TOP VIEW**
4. **SECTION**

3.1

FRONT ELEVATION DETAIL

StormTrap

DESIGNER: J. J. JENSEN
DATE: MAY 8, 2019
PROJECT: 1304 W. BLUEMOUND ROAD

PROJECT INFORMATION

PROJECT: 1304 W. BLUEMOUND ROAD
SHEET: C1.7

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1. **FRONT ELEVATION**
2. **BACK ELEVATION**
3. **TOP VIEW**
4. **SECTION**

6.0

FRONT ELEVATION DETAIL

StormTrap

DESIGNER: J. J. JENSEN
DATE: MAY 8, 2019
PROJECT: 1304 W. BLUEMOUND ROAD

PROJECT INFORMATION

PROJECT: 1304 W. BLUEMOUND ROAD
SHEET: C1.7

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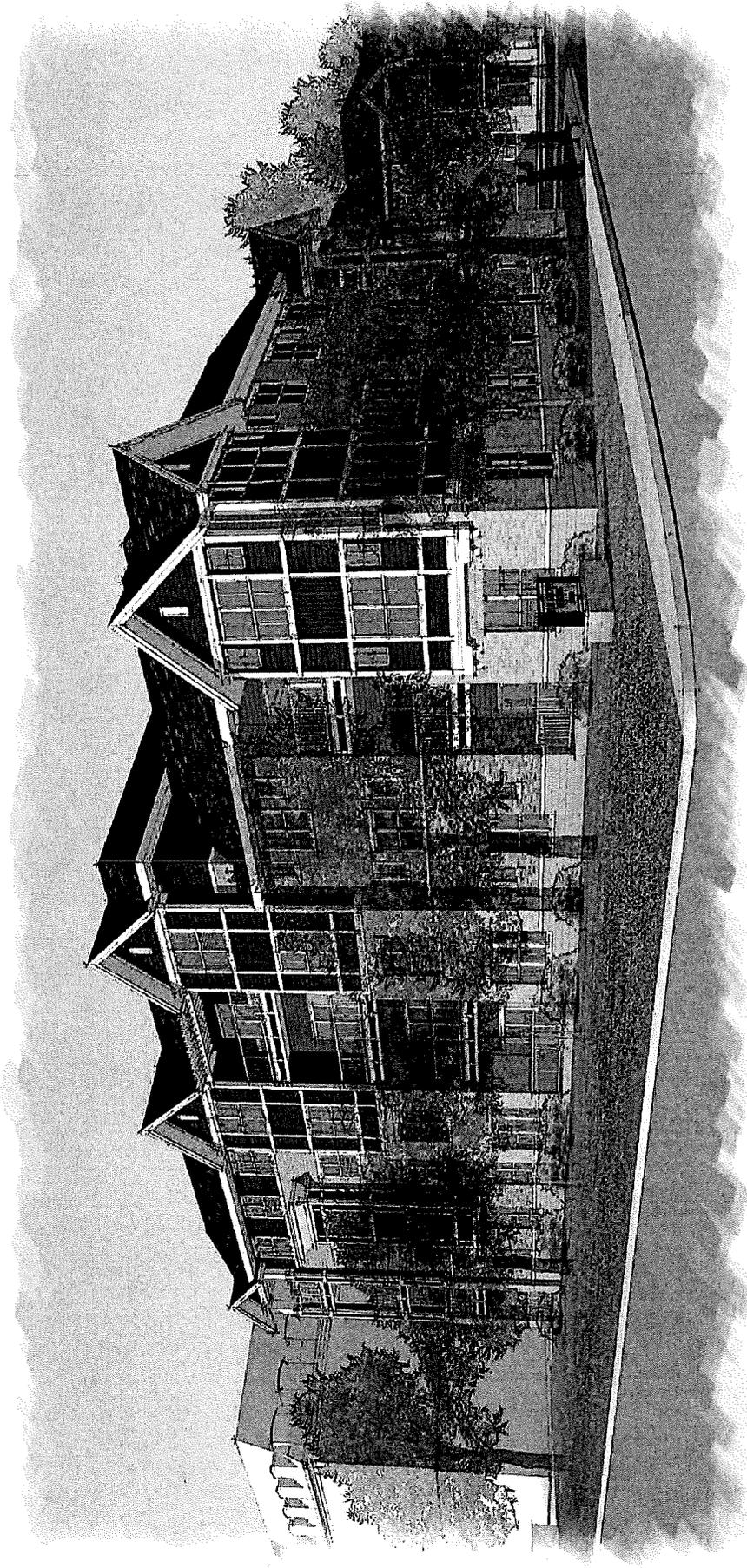
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2. **BACK ELEVATION**
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4. **SECTION**

5.0

FRONT ELEVATION DETAIL



JLA
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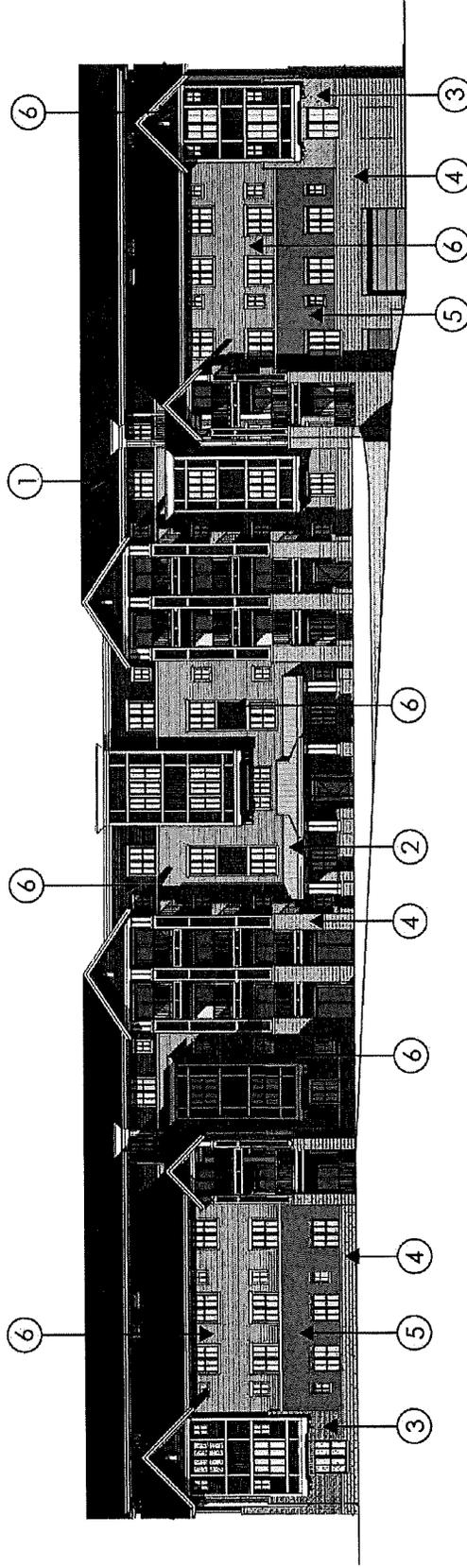


ELM GROVE HEIGHTS
PERSPECTIVE - SE CORNER

JUNE 18, 2019



- ① ASPHALT SHINGLE ROOF
- ② METAL ROOF
- ③ BRICK MASONRY
- ④ GROUND FACE BLOCK
- ⑤ STONE
- ⑥ LAP SIDING



EAST ELEVATION



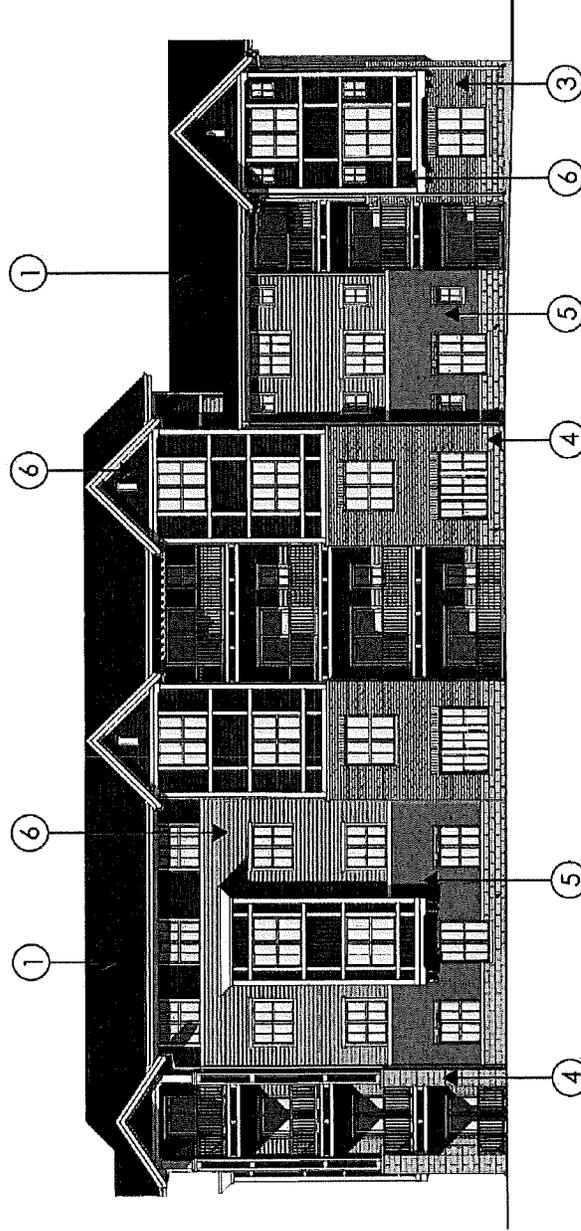
ELM GROVE HEIGHTS
EXTERIOR ELEVATIONS

JLA
ARCHITECTS



JUNE 18, 2019
SCALE: 1:20

- ① ASPHALT SHINGLE ROOF
- ② METAL ROOF
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- ⑤ STONE
- ⑥ LAP SIDING



SOUTH ELEVATION



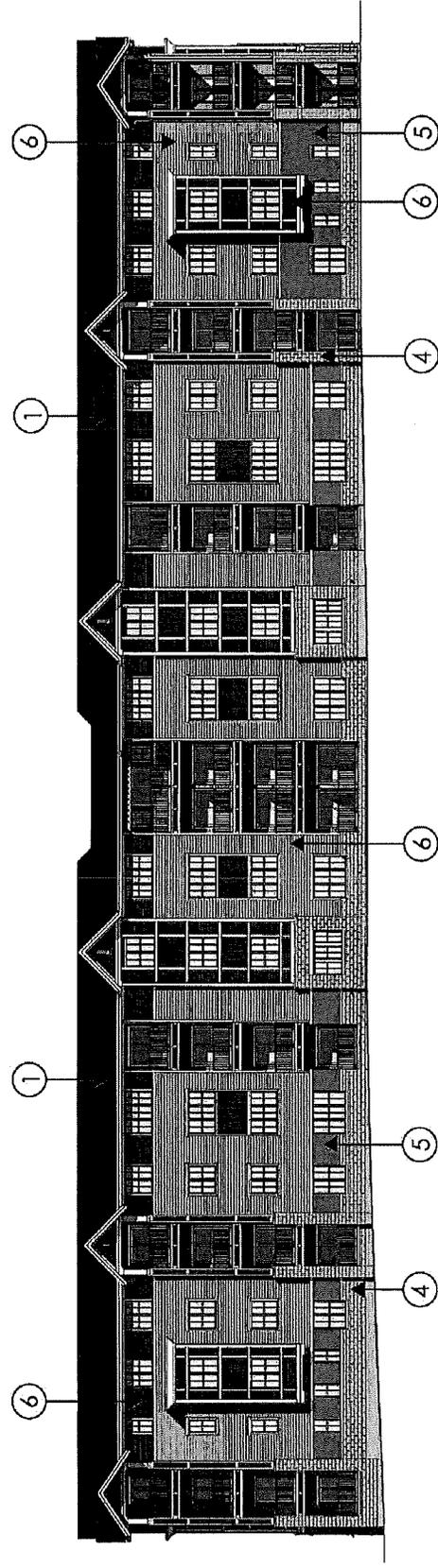
ELM GROVE HEIGHTS
EXTERIOR ELEVATIONS

JLA
ARCHITECTS



JUNE 18, 2019
SCALE: 1:15

- ① ASPHALT SHINGLE ROOF
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WEST ELEVATION



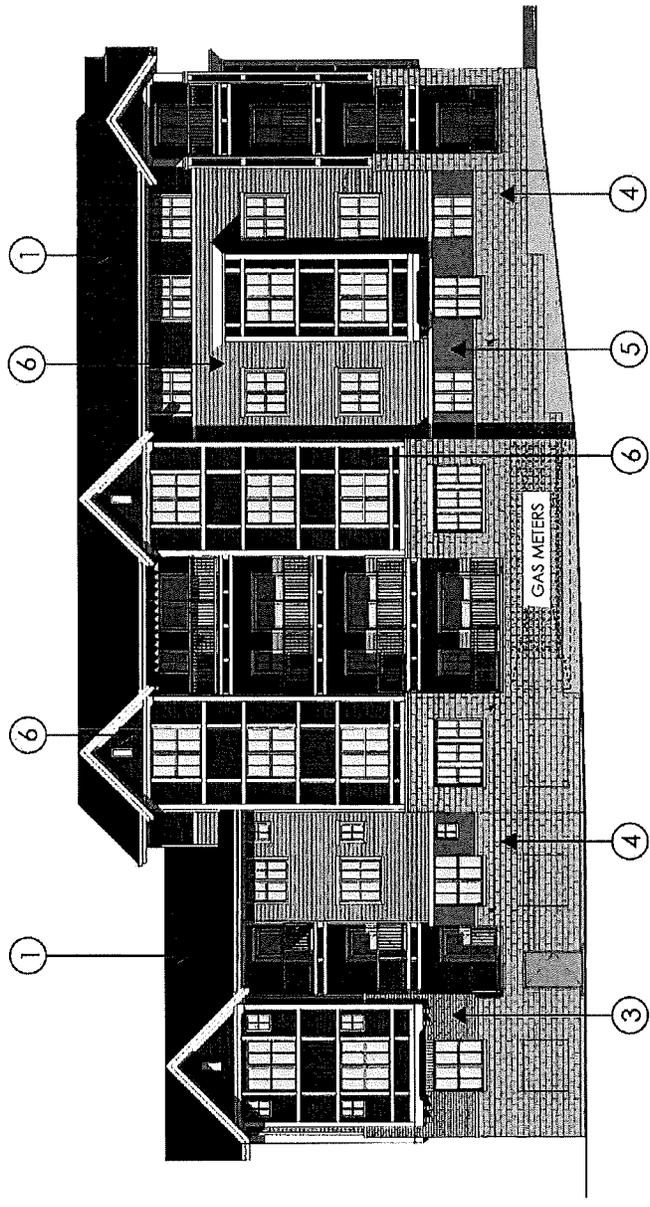
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EXTERIOR ELEVATIONS

JLA
ARCHITECTS



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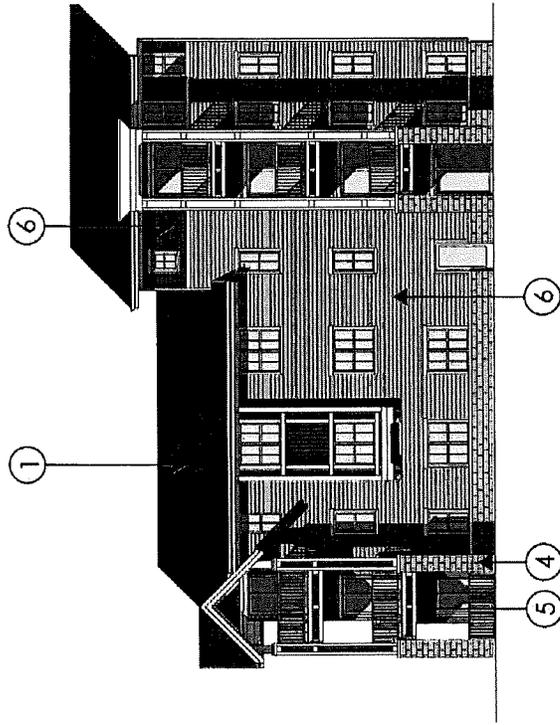
NORTH ELEVATION



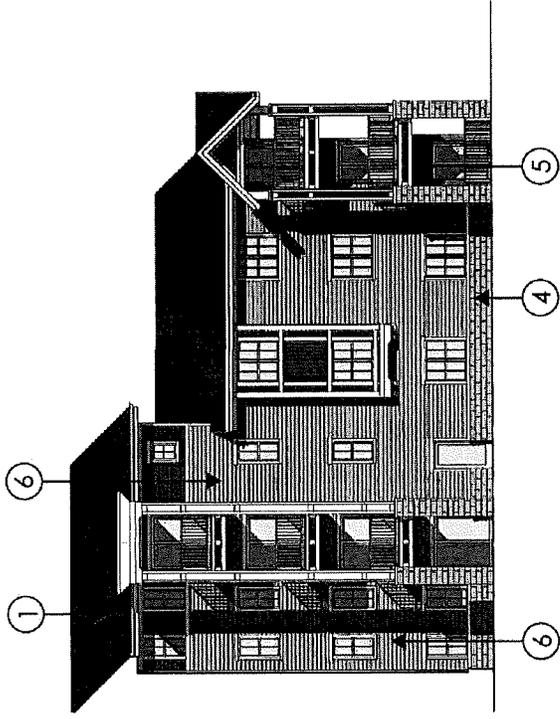
ELM GROVE HEIGHTS
EXTERIOR ELEVATIONS



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COURTYARD
ELEVATION - NORTH



COURTYARD
ELEVATION - SOUTH

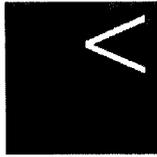


ELM GROVE HEIGHTS
EXTERIOR ELEVATIONS

JLA
ARCHITECTS



JUNE 18, 2019
SCALE: 1:15



JLA
ARCHITECTS
MADISON : MILWAUKEE
jla-ap.com

344 PROJECT NUMBER: 18-022



ELM GROVE HEIGHTS

CONSTRUCTION DOCUMENTS

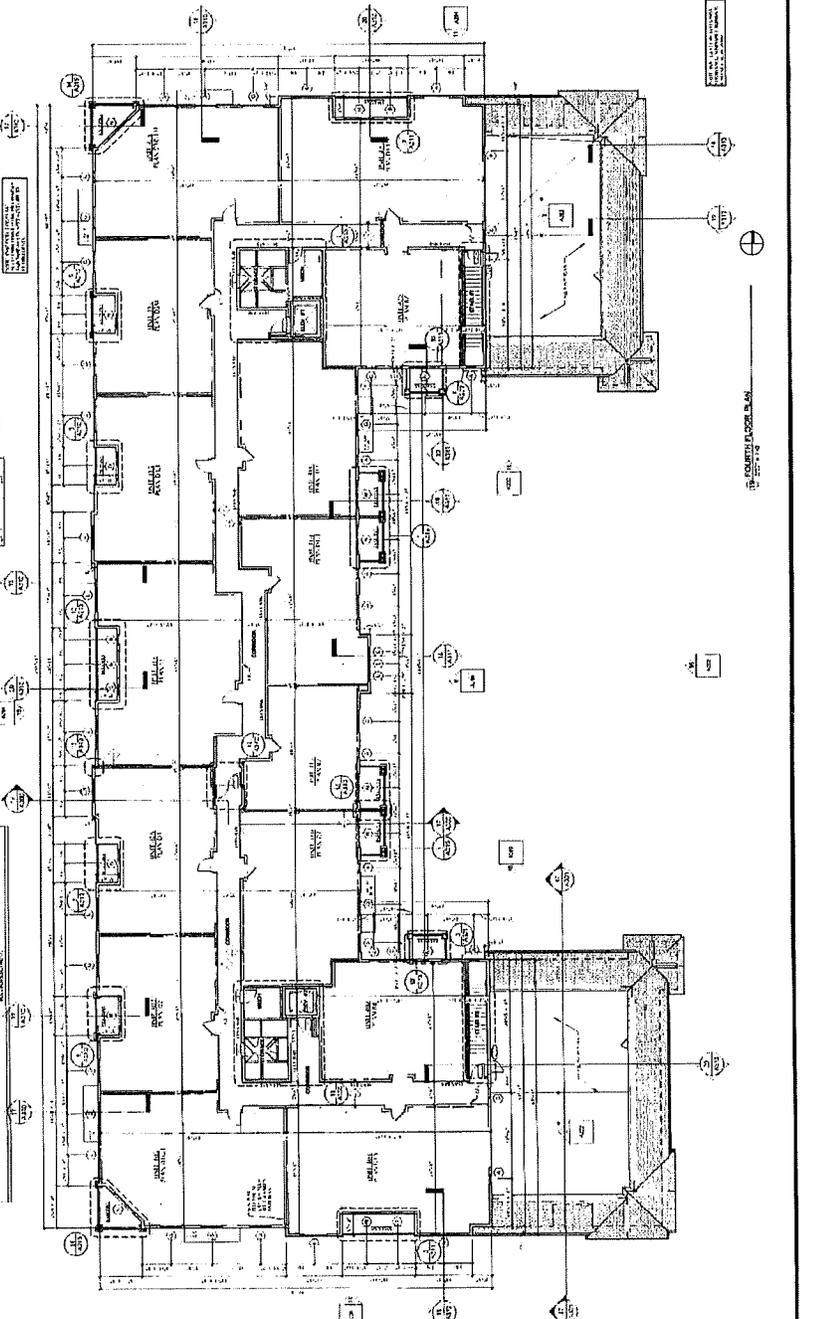
DATE OF ISSUANCE: JUNE 12, 2018
SHEETS: 48 SHEETS TOTAL
SHEET NUMBER: 104

SHEET TITLE
FOURTH FLOOR PLAN

SHEET NUMBER
A104

NO.	DESCRIPTION	DATE	BY	CHECKED
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NOT FOR CONSTRUCTION - PRELIMINARY - FOR ESTIMATING AND REVIEW ONLY - DO NOT SCALE THESE DRAWINGS - THESE DRAWINGS ARE THE PROPERTY OF INSITE DESIGN AND SHALL REMAIN THE PROPERTY OF INSITE DESIGN

PROJECT:

ELM GROVE HEIGHTS

13040 W. Bluffwood Road
Elm Grove, WI 53122

Date	Number	Description
04/12/18	01	Client Meeting
05/07/18	02	Client Meeting
12/11/18	03	Client Meeting
12/21/18	04	Final Construction Set
02/26/19	05	Final Construction Set
03/27/19	06	Final Construction Set
03/28/19	07	Final Construction Set
05/08/19	08	Final Construction Set

PROPOSED LANDSCAPE PLAN GENERAL NOTES & SPECIFICATIONS

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

2. ALL MATERIALS AND METHODS SHALL BE AS SPECIFIED IN THE SPECIFICATIONS AND SHALL BE APPROVED BY THE ARCHITECT.

3. ALL MATERIALS SHALL BE INSTALLED AND FINISHED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

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Date of Drawing: 05/08/19
Scale: AS SHOWN
Drawn By: HJD
Job Number: LSP-008
Sheet Number: 1 of 1

LSP1.0



FOR ALL YOUR DIGGING NEEDS, CALL US TODAY!
WE ARE THE ONLY DIGGING SERVICE IN THE AREA THAT OFFERS A 24 HOUR HOTLINE SERVICE.
WE CAN HANDLE ANY AND ALL YOUR DIGGING NEEDS.
CALL US TODAY AT 800-850-8500

SEE INFORMATION

- 1. SEE PLAN SHEET LSP-001 FOR SITE PLAN
- 2. SEE PLAN SHEET LSP-002 FOR SITE PLAN
- 3. SEE PLAN SHEET LSP-003 FOR SITE PLAN
- 4. SEE PLAN SHEET LSP-004 FOR SITE PLAN
- 5. SEE PLAN SHEET LSP-005 FOR SITE PLAN
- 6. SEE PLAN SHEET LSP-006 FOR SITE PLAN
- 7. SEE PLAN SHEET LSP-007 FOR SITE PLAN
- 8. SEE PLAN SHEET LSP-008 FOR SITE PLAN
- 9. SEE PLAN SHEET LSP-009 FOR SITE PLAN
- 10. SEE PLAN SHEET LSP-010 FOR SITE PLAN

EXISTING CONDITIONS GENERAL NOTES

1. ALL EXISTING CONDITIONS SHALL BE AS SHOWN ON THE SITE PLAN AND SHALL BE MAINTAINED UNLESS OTHERWISE NOTED.
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LANDSCAPE PLAN GENERAL NOTES

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INSITE DESIGN AND ARCHITECTURE, INC. 11223 W. NORTH AVENUE, SUITE 118, NORTH HOLLYWOOD, CA 91605. TEL: (818) 709-1204. WWW.INSITEDESIGN.COM

NOT FOR CONSTRUCTION - PRELIMINARY - FOR ESTIMATING AND REVIEW ONLY - DO NOT SCALE THESE DRAWINGS.

PROJECT:
ELM GROVE HEIGHTS
13340 W. Blenheim Road
Elm Grove, WI 53122

REVISIONS:

Date	Number	Description
04/12/18	01	Site Review
05/07/18	02	Client Review
12/11/18	03	Client Review
12/13/18	04	Site Comments
02/26/19	05	Site Comments
03/12/19	06	Site Comments
03/20/19	07	Addressed
05/08/19	08	Addressed
		Notes Added

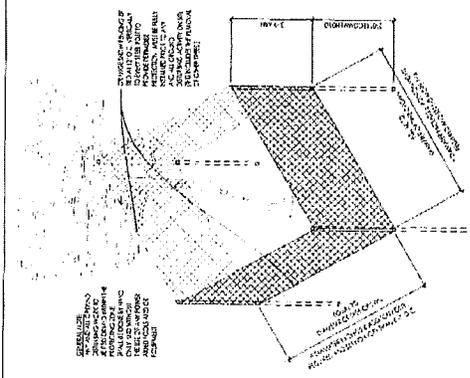
CONTRACT: 13340 W. Blenheim Road, Elm Grove, WI 53122
THIS DRAWING IS PART OF A LARGER PROJECT AND IS NOT TO BE USED SEPARATELY FROM THE OTHER DRAWINGS IN THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

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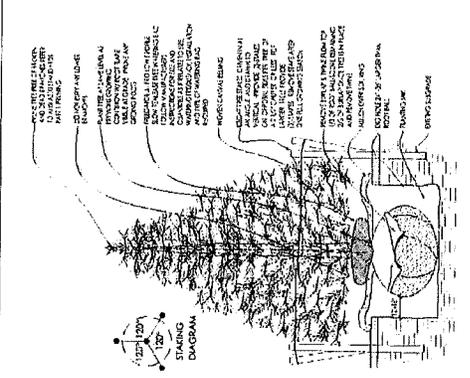
Sheet Title: PROPOSED LANDSCAPE PLAN, PLANTING DETAILS

DATE OF EXAMINE: 05/07/19
SCALE: AS NOTED
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JOB NUMBER: LSP1.2
SHEET NUMBER:

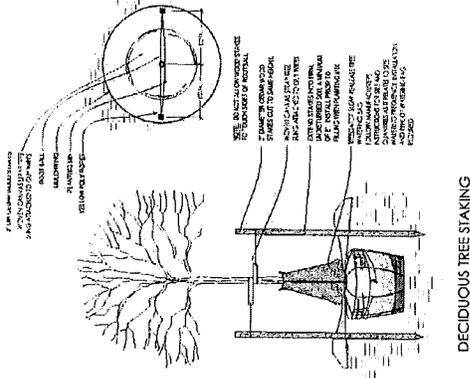
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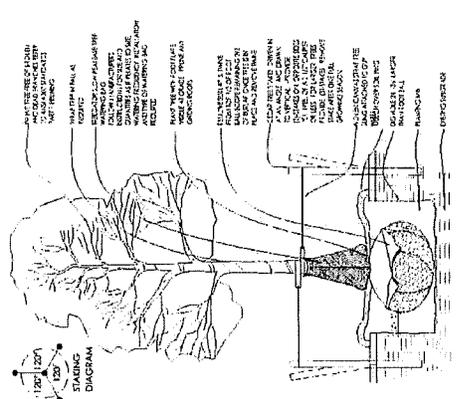
1 EXISTING TREE PROTECTION DETAIL



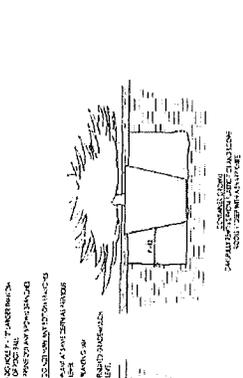
3 CONIFEROUS TREE PLANTING DETAIL



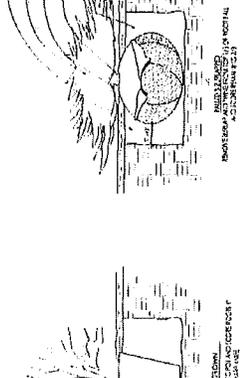
2 DECIDUOUS TREE STAKING PARKING ISLAND/RESTRICTED AREAS



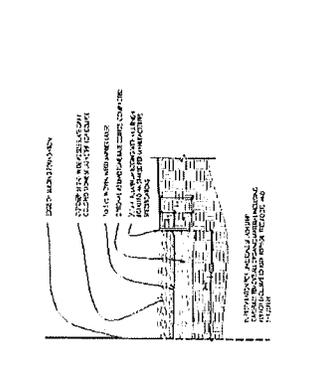
1 DECIDUOUS TREE PLANTING DETAIL



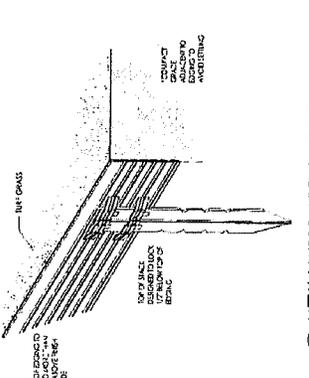
7 CONIFEROUS SHRUB PLANTING DETAIL



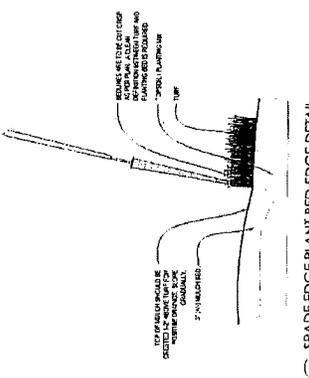
6 DECIDUOUS SHRUB PLANTING DETAIL



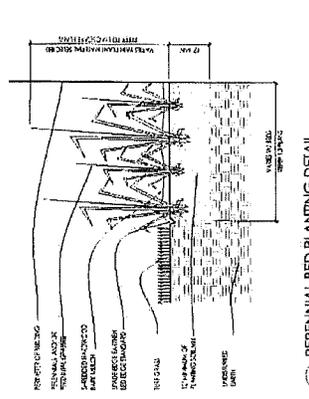
10 METAL LANDSCAPE EDGING DETAIL



9 SPADE EDGE PLANT BED DETAIL



8 PERENNIAL BED PLANTING DETAIL



5 SLOPE PLANTING DETAIL

EXHIBIT 3
TEMPORARY ACCESS EASEMENT

**TEMPORARY ACCESS EASEMENT
FOR MAINTENANCE OF EROSION
CONTROL FACILITIES**

Document Number

Recording Area

Name and Return Address

Village Manager
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122

EGV 1108980001

Tax Identification Number

**This document drafted by: Toni Prestigiacomo, Foley & Lardner LLP, 150 East Gilman Street,
Madison, Wisconsin 53703**

**TEMPORARY ACCESS EASEMENT FOR MAINTENANCE OF EROSION
CONTROL FACILITIES**

RECITALS:

- A. ELM GROVE HEIGHTS, LLC (“Owner”) is the owner of the Property more particularly described on Exhibit A attached hereto (the “Property”).
- B. Owner desires to construct a building and other facilities on the Property in accordance with that certain Development Agreement dated August ____, 2019 (the “Development Agreement”) between Owner and the Village of Elm Grove (the “Village”).
- C. In connection with the Development Agreement, Village requires Owner to provide Village with the right to temporarily access the Property for the purposes of maintaining and replacing erosion control facilities in accordance with the terms of the Development Agreement in the event that Owner should fail to do so. Owner agrees to provide a Temporary Access Easement (“TAE”) to the Village in accordance with the Development Agreement and on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the declarations herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the owner agrees as follows:

- 1. Recitals. The recitals are hereby incorporated and made a part of this TAE.
- 2. Maintenance. Owner shall be responsible for the maintenance of erosion control facilities on the Property, which erosion control facilities and maintenance responsibilities are more particularly described in the Development Agreement.
- 3. Easement to Village. If Owner fails to maintain the erosion control facilities set forth in the Development Agreement, then the Village shall have the right, subject to the terms and conditions of this TAE, after providing Owner with written notice of the erosion control issue (the “Maintenance Notice”) and time within which to comply with the Village’s maintenance request, to enter the Property in order to conduct the maintenance specified in the Maintenance Notice. Village will conduct such maintenance work in accordance with all applicable laws, codes, regulations, and similar requirements and will endeavor to not unreasonably interfere with Owner’s use of the Property. All work performed in connection with the Maintenance Notice may be charged to Owner pursuant to Article II, Section E.12. of the Development Agreement.
- 4. Term/Termination. The term of this TAE shall commence on the date that this Agreement is filed of record with the Register of Deeds Office for Waukesha, Wisconsin, and shall terminate and be of no further force and effect, upon the issuance of the final occupancy permit for the Property by the Village. This Easement shall automatically terminate as set forth above without any further documents being executed or recorded.
- 5. Miscellaneous.
 - (a) Notices. Any notice, request or demand required or permitted under this Easement shall be in writing and shall be deemed given when (i) served electronically by e-mail to the

following e-mail addresses; or (ii) personally served; or (iii) three (3) days after the same has been deposited with the United States Post Office, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to Owner: Elm Grove Heights, LLC
c/o Horizon Development Group
5201 East Terrace Drive, Suite 300
Madison, Wisconsin 53718
Attention: Daniel D. Fitzgerald
E-Mail Address: dfitzgerald@horizondbm.com

If to Village: Village of Elm Grove
Attn: Village Manager
13600 Juneau Boulevard
Elm Grove, WI 53122
E-Mail Address: ddeangelis@elmgrovewi.org

- (b) Covenants Running With the Land. The provisions of this TAE shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns, and the limitations contained herein shall be covenants running with the land. This easement and the rights granted hereunder shall be subject to all existing encumbrances, easements, covenants, conditions, restrictions, and all other matters of record.
- (c) Severability. If any term or condition of this TAE shall, in any case, be invalid or unenforceable under applicable law, then the same and all other terms and conditions of this TAE shall, in all other cases, not be affected thereby, and all such terms and conditions shall be valid and enforceable to the fullest extent permitted by applicable law.
- (d) Governing Law. This Easement shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- (e) Prevailing Party Attorney Fees. If a suit is brought to enforce this TAE, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party.
- (f) Amendments. This Easement may not be modified in whole or in part unless such agreement is in writing and signed by all parties bound hereby.

[Signature on Following Page]

IN WITNESS WHEREOF, Owner has executed this Temporary Access Easement as of this ____ day of August, 2019.

ELM GROVE HEIGHTS, LLC

By: Elm Grove Heights MM, LLC, its Managing Member

By: _____
Daniel D. Fitzgerald, Authorized Representative

STATE OF WISCONSIN)
COUNTY OF DANE) SS

Personally came before me this _____ day of _____, 2019, the above named Daniel D. Fitzgerald, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires: _____

Drafted by: Attorney Toni Prestigiacomio
Foley & Lardner LLP
150 East Gilman Street
Madison, WI 53703

EXHIBIT A

Legal Description

Lot 2 of Certified Survey Map No. 8351, being a redivision of Parcel 2 of Certified Survey Map No. 5703, being a part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, and the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 25, Town 7 North, Range 20 East, in the Village of Elm Grove, Waukesha County, Wisconsin.

EXHIBIT 4
IRREVOCABLE LETTER OF CREDIT

Wisconsin Bank and Trust Letter of Credit #511430629

Issued Date: 8/1/19

Maximum Amount: \$866,437

Applicant: Horizon Construction Group, Inc
5201 East Terrace Dr, Ste 300
Madison, WI 53718

Beneficiary: Village of Elm Grove
Attn: David DeAngelis, Village Manager
13600 Juneau Blvd
Elm Grove, WI 53122

Dear Sirs,

We hereby issue this Irrevocable Standby Letter of Credit in your favor which is available by beneficiary's draft(s) at sight drawn on Wisconsin Bank and Trust. Each Draft accompanying documents must state "Drawn Under Wisconsin Bank and Trust Irrevocable Standby Letter of Credit No. 511430629. Requests for draws may be presented at Wisconsin Bank and Trust located at 4131 W. Loomis Rd, Greenfield, WI 53211.

This Standby Credit is to provide security to the Village of Elm Grove for the performance of Applicant obligations under that certain Agreement dated August XX, 2019, between the Village of Elm Grove and Applicant.

DRAFTS ARE TO BE ACCOMPANIED BY:

A statement signed by the Village Manager of the Village of Elm Grove stating the Applicant has failed to complete the construction of landscaping, parking lot, access/egress improvements, sidewalks, curbing, exterior lighting, water distribution system installation, storm water system facilities, site restoration, and erosion control measures in accordance said Agreement or otherwise comply with the obligations of

the Agreement. Said statement shall set forth the estimated amount necessary for the Village of Elm Grove to complete such improvements or otherwise comply with the obligations of the Agreement.

SPECIAL CONDITIONS:

Partial Draws are permitted under this Letter of Credit.

The Maximum Amount of this Irrevocable Letter of Credit may be reduced from time to time upon Wisconsin Bank and Trust's receipt of written authorization on letterhead of the Village of Elm Grove and signed by the Village President of Elm Grove.

This Standby Credit will terminate on 8/1/2020 provided, however, Wisconsin Bank and Trust shall give written notice to the beneficiary of its intention to terminate this standby credit at least ninety (90) days prior to 8/1/2020. After said date, this letter of credit can only terminate upon ninety (90) days written notice to the beneficiary.

It is hereby agreed by all parties hereto that the reference to "Agreement" is for identification purposes only and such reference shall not be construed in any manner to require Wisconsin Bank and Trust to inquire into its terms and obligations.

This Letter of Credit shall be governed by the laws of the State of Wisconsin.

We agree with you that drafts drawn under and in compliance with the terms of this credit will be duly honored if presented on or before the expiration date. This original Standby Credit must be submitted to us together with any drawings hereunder for our endorsement of any payments effected by us and/or for cancellation. In the event that the original Standby Letter of Credit is tendered with any request draft, another Standby Letter of Credit will be issued simultaneously with any disbursement requested and a substitute Standby Letter of Credit will be issued to the Beneficiary in the amount of the balance remaining under the Standby Letter of Credit drawn against. Subject to the termination date of the original Standby Letter of Credit, this process will be available and continue until there is no balance remaining under the Standby Letter of Credit drawn against.

Sincerely,
Wisconsin Bank and Trust

By: Kyle Myhre, Vice President

EXHIBIT 5
CERTIFICATE OF INSURANCE



INSURANCE BINDER

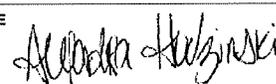
ALEXH

DATE (MM/DD/YYYY)
7/17/2019

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON PAGE 2 OF THIS FORM.

AGENCY M3 Insurance Solutions, Inc. 828 John Nolen Drive Madison, WI 53713		COMPANY Auto-Owners Insurance Company		BINDER # 7582	
PHONE (A/C, No, Ext): (800) 272-2443		FAX (A/C, No): (608) 273-1725		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY	
CODE: 23031800		SUB CODE:		PER EXPIRING POLICY #:	
AGENCY CUSTOMER ID: HORIDEV-01		DESCRIPTION OF OPERATIONS / VEHICLES / PROPERTY (Including Location) Village of Elm Grove and it's agents, officers and employees are additional insured on primary, non-contributing basis as respects to the General Liability where required by written contract. 30 days notice of cancellation applies.			
INSURED AND MAILING ADDRESS Elm Grove Heights, LLC 5201 East Terrace Dr. #300 Madison, WI 53718		DATE EFFECTIVE TIME 7/8/2019 12:01		DATE EXPIRATION TIME 10/7/2019 12:01 AM	

COVERAGES		LIMITS			
TYPE OF INSURANCE	COVERAGE / FORMS	DEDUCTIBLE	COINS %	AMOUNT	
PROPERTY <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC CAUSES OF LOSS					
<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	49451 - Vacant Land - For Profit RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG		\$ 2,000,000 \$ 300,000 \$ 10,000 \$ 2,000,000 \$ 2,000,000 \$ 2,000,000	
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE MEDICAL PAYMENTS PERSONAL INJURY PROT UNINSURED MOTORIST	\$ \$ \$ \$ \$ \$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> COLLISION: <input type="checkbox"/> OTHER THAN COL:	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES			ACTUAL CASH VALUE STATED AMOUNT	\$ \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE	\$ \$ \$ \$
<input checked="" type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:			EACH OCCURRENCE AGGREGATE SELF-INSURED RETENTION PER STATUTE	\$ 2,000,000 \$ 2,000,000 \$ \$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$
SPECIAL CONDITIONS / OTHER COVERAGES				FEES TAXES ESTIMATED TOTAL PREMIUM	\$ \$ \$

NAME & ADDRESS		MORTGAGEE <input checked="" type="checkbox"/> ADDITIONAL INSURED	
Village of Elm Grove 13600 Junean Blvd Elm Grove, WI 53122		LOSS PAYEE	
		LOAN #: AUTHORIZED REPRESENTATIVE 	

CONDITIONS

This Company binds the kind(s) of insurance stipulated on page 1 of this form. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in Arizona

Binders are effective for no more than ninety (90) days.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Colorado

With respect to binders issued to renters of residential premises, home owners, condo unit owners and mobile home owners, the insurer has thirty (30) business days, commencing from the effective date of coverage, to evaluate the issuance of the insurance policy.

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Maryland

The insurer has 45 business days, commencing from the effective date of coverage to confirm eligibility for coverage under the insurance policy.

Applicable in Michigan

The policy may be cancelled at any time at the request of the insured.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in Oklahoma

All policies shall expire at 12:01 a.m. standard time on the expiration date stated in the policy.

Applicable in Oregon

Binders are effective for no more than ninety (90) days. A binder extension or renewal beyond such 90 days would require the written approval by the Director of the Department of Consumer and Business Services.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M3 Insurance Solutions, Inc. 828 John Nolen Drive Madison WI 53713	CONTACT NAME: Alex Hudzinski	FAX (A/C, No):
	PHONE (A/C, No, Ext): 608-288-2826	E-MAIL ADDRESS: alex.hudzinski@m3ins.com
	PRODUCER CUSTOMER ID #: HORID-1	
	INSURER(S) AFFORDING COVERAGE	
INSURED Horizon Construction Group Inc. Horizon Development Group Inc Horizon Management Services, Inc. 5201 East Terrace Dr. #300 Madison WI 53718	INSURER A : Lloyds of London (P&C)	NAIC #
	INSURER B : Hartford Insurance Company	22357
	INSURER C : Trumbull Insurance Company	27120
	INSURER D : United Specialty Insurance Co	12537
	INSURER E : Hartford Fire Insurance Co	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: 1104699810 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		83UEAZV9138	6/30/2019	6/30/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Employee Benefits	\$ 1,000,000
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			83UEAZV9137	6/30/2019	6/30/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
D	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$0			BTN192558	6/30/2019	6/30/2020	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/>	83WBAA6H1U	6/30/2019	6/30/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
			N/A				E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Professional/Pollution			CPP-0000211-01	6/30/2019	6/30/2020	Aggregate/Occurrence	2,000,000
E	Leased/Rented Equip			83MSZV9095	6/30/2019	6/30/2020	Leased/Rented Equip	350,000
D	Excess Liability			BUN1920218	6/30/2019	6/30/2020	Aggregate/Occurrence	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Village of Elm Grove and its agents, officers and employees are additional insured on a primary, non-contributory basis as respects General Liability where required by written contract. 30 days notice of cancellation applies.
 See Attached...

CERTIFICATE HOLDER Village of Elm Grove 13600 Juneau Blvd Elm Grove WI 53122	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ADDITIONAL REMARKS SCHEDULE

AGENCY M3 Insurance Solutions, Inc.		NAMED INSURED Horizon Construction Group Inc. Horizon Development Group Inc Horizon Management Services, Inc. 5201 East Terrace Dr. #300 Madison WI 53718	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

The following employees are included under the workers compensation policy listed above:

- Brian Kennedy
- Paul Tomlinson
- Howard Othmer
- EJ Gering
- Philip Schultz
- Dan Fitzgerald
- Will Rutherford
- Mick Hintz

Trisha Stark

From: Patrizio, Derek T (Middle and Large Commercial) <Derek.Patrizio@thehartford.com>
Sent: Wednesday, July 31, 2019 9:05 AM
To: Trisha Stark
Subject: Horizon Construction

Trish,

The Hartford confirms that it has issued Policy No. 83WBAA6H1U to Horizon Construction, which provides workers' compensation insurance coverage for Horizon Construction's employees. The following individuals are employees of Horizon Construction and currently eligible for coverage under Policy No. 83WBAA6H1U in the event of a workplace injury, subject to all terms and conditions of the policy:

- Brian Kennedy – field superintendent
- Paul Tomlinson – project manager
- Howard Othmer – general field superintendent
- EJ Gering – VP of construction
- Philip Schultz – development executive
- Dan Fitzgerald – President of HCG
- Will Rutherford – development associate
- Mick Hintz – director of preconstruction services

DEREK PATRIZIO
Managing Director
Construction: North Central & Midwest Divisions

The Hartford
1000 Continental Drive: Suite 350
King of Prussia, PA, 19406
W: 610-386-7678, M: 484-883-8240
derek.patrizio@thehartford.com

www.thehartford.com
www.facebook.com/thehartford
twitter.com/thehartford



Business Insurance
Employee Benefits
Auto
Home

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**EXHIBIT 6
UTILITY EASEMENT**

**PERPETUAL WATER MAIN
EASEMENT VILLAGE OF ELM
GROVE, WISCONSIN**

Document Number

Recording Area

Name and Return Address

Village Manager
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122

EGV 1108980001

Tax Identification Number

**This document drafted by: Toni Prestigiacom, Foley & Lardner LLP, 150 East Gilman Street,
Madison, Wisconsin 53703**

PERPETUAL WATER MAIN EASEMENT

This **PERPETUAL WATER MAIN EASEMENT** (this “Indenture”) is made this ___ day of August, 2019, by and between **ELM GROVE HEIGHTS, LLC**, a Wisconsin limited liability company, (“Grantor”), and the **VILLAGE OF ELM GROVE**, a municipal corporation located in Waukesha County, Wisconsin, (“Village”),

RECITALS:

WHEREAS, Grantor owns certain real property located in the Village and legally described on Exhibit A attached hereto (the “Property”).

WHEREAS, Village desires to acquire a permanent and perpetual water main easement as shown on Exhibit B attached hereto with the right of entry in and across the Property.

NOW, THEREFORE, in consideration of good and valuable consideration, receipt of which is hereby acknowledged and the conditions specified herein and in the Recitals which are incorporated and made a part hereof, Grantor grants and conveys unto Village a perpetual water main easement for the construction, operation, use, maintenance, repair, and reconstruction of a water main to be located in the Village of Elm Grove, Waukesha County, Wisconsin, over, across and through the easement area identified on Exhibit B.

UNDER THESE CONDITIONS:

1. It is an express condition of the grant of this perpetual water main easement that so much of the surface or sub-surface of the soil, including any driveway or parking lot pavement constructed across such easement, as may be disturbed in the construction, operation, use maintenance, repair, and reconstruction of such water main will, at the expense of Village, be replaced in substantially the same condition as at the time the final occupancy permit for the improvements on the Property is issued, or may be at the time of disturbance, with the exception of replanting disturbed trees or landscaping within the easement. The acceptance of this perpetual easement by Village and the acceptance of the installation or construction of the water main by the City of Brookfield shall constitute a constructive acceptance by Village of this condition to the grant of this easement.

2. Grantor consents to the entry by the servants, employees, workmen, agents or independent contractors of the City of Brookfield and the Village for and incidental to the construction, operation, use, maintenance, repair, and reconstruction of such water main but reserve to themselves the right to make such use of the land included in said perpetual easement which will not disturb or interfere with such water main or prevent ingress or egress thereto for the purpose of construction, operation, use maintenance, repair, and reconstruction thereof.

3. Construction of buildings, stoops, walls, fencing or permanent structures of any kind within the easement area is prohibited.

4. Grantor shall submit plans for the installation of any improvements or conduits or equipment for review and approval both by the Director of Public Works of the City of Brookfield and the Village, or their designees, for any proposed improvement, alteration, or modification of structures, if any, existing in the easement area, including the placement of trees and shrubs, that Grantor would like to complete in the easement area. The City of Brookfield and the Village review will be limited to compliance with City of Brookfield and Village practices and ordinances intended to prevent interference with the construction, operation, use, maintenance, repair, and reconstruction of the water main.

5. This Indenture shall run with the Property, and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, administrators, successors and assigns.

[Signature follow on next page]

EXHIBIT A
Legal Description

Lot 2 of Certified Survey Map No. 8351, being a redivision of Parcel 2 of Certified Survey Map No. 5703, being a part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, and the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 25, Town 7 North, Range 20 East, in the Village of Elm Grove, Waukesha County, Wisconsin.

EXHIBIT B
Easement Area

Exhibit B

PUBLIC WATERMAIN EASEMENT EXHIBIT

EMERALD WOODS
A CONDOMINIUM

DOUGLAS PLAZA
RESIDENTIAL CONDOMINIUM

N83°33'53"E
12.79'

N06°26'07"W
30.00'

S83°33'53"W
12.79'

PUBLIC WATERMAIN
EASEMENT

PARCEL 2
CSM NO. 8351

UNPLATTED LANDS

UNPLATTED LANDS

N73°08'54"E
41.90'

S06°27'14"E 30.00'

S83°33'53"W 11.22'

N06°26'07"W 111.83'

N06°26'07"W 280.90'

S06°26'07"E 423.99'

N83°33'53"E 16.98'

N06°26'07"W 23.70'

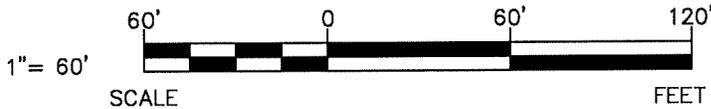
S83°32'46"W 11.36'

S83°32'46"W 46.98'

P.O.B. P.O.C.
SE CORNER
PARCEL 2
CSM NO. 8351

W. BLUEMOUND ROAD
(U.S.H. "18")

DATE: MAY 7, 2019
REVISED: JUNE 12, 2019
AUGUST 2, 2019





EXCEL
ENGINEERING Inc.
SURVEYING GROUP
PROJECT NO. 1818280

Always a Better Plan
100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801

Public Watermain Easement Legal Description

Part of Parcel 2 of Certified Survey Map No. 8351 recorded in Volume 73 of Certified Survey Maps on Pages 106-116 in the Waukesha County Register of Deeds Office as Document No. 2243054, being a part of the Northwest 1/4 of the Southeast 1/4 of Section 25, Township 7 North, Range 20 East, Village of Elm Grove, Waukesha County, Wisconsin being more particularly described as follows:

Commencing at the Southeast corner of said Parcel 2; thence South $83^{\circ}-32'-46''$ West along the Northerly right-of-way line of West Bluemound Road (U.S.H. "18"), a distance of 11.36 feet to the point of beginning; thence continuing South $83^{\circ}-32'-46''$ West along said Northerly line, a distance of 46.98 feet; thence North $06^{\circ}-26'-07''$ West, a distance of 23.70 feet; thence North $83^{\circ}-33'-53''$ East, a distance of 16.98 feet; thence North $06^{\circ}-26'-07''$ West, a distance of 280.90 feet; thence South $83^{\circ}-33'-53''$ West, a distance of 12.79 feet; thence North $06^{\circ}-26'-07''$ West, a distance of 30.00 feet; thence North $83^{\circ}-33'-53''$ East, a distance of 12.79 feet; thence North $06^{\circ}-26'-07''$ West, a distance of 111.83 feet to the North line of said Parcel 2; thence North $73^{\circ}-08'-54''$ East along said North line, a distance of 41.90 feet to the Northeast corner of said Parcel 2; thence South $06^{\circ}-27'-14''$ East along the East line of said Parcel 2, a distance of 30.00 feet; thence South $83^{\circ}-33'-53''$ West, a distance of 11.22 feet; thence South $06^{\circ}-26'-07''$ East, a distance of 423.99 feet to the point of beginning.

EXHIBIT 7
STORM WATER MANAGEMENT FACILITY MAINTENANCE AGREEMENT

**STORM WATER
MANAGEMENT FACILITY
MAINTENANCE AGREEMENT**

Document Number

Recording Area

Name and Return Address

Village of Elm Grove
3600 Juneau Boulevard
Elm Grove, WI 53122

EGV 1108980001

Tax Identification Number

**This document drafted by: Toni Prestigiacomo, Foley & Lardner LLP, 150 East Gilman Street,
Madison, Wisconsin 53703**

STORM WATER MANAGEMENT FACILITY MAINTENANCE AGREEMENT

RECITALS:

- A. Elm Grove Heights, LLC, a Wisconsin limited liability company (“Owner”) is the owner of certain property described on Exhibit A attached hereto (the “Property”).
- B. Subject to and in accordance with a certain Development Agreement dated August ___, 2019 (the “Development Agreement”) between Owner and the Village of Elm Grove, Wisconsin (“Village”), Owner is responsible for constructing, installing, furnishing and maintaining adequate facilities for storm and surface water drainage management on the Property (the “Storm Water Management Facilities”).
- C. Village requires Owner to record this Storm Water Management Facility Maintenance Agreement (this “Agreement”) regarding maintenance of the Storm Water Management Facilities. Owner agrees to maintain the Storm Water Management Facility and to grant to Village the rights set forth below.

NOW, THEREFORE, in consideration of the declarations herein, and recitals which are incorporated and made a part hereof, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the owner agrees as follows:

1. Maintenance. Owner and its successors and assigns shall be responsible to maintain the Storm Water Management Facilities located on the Property in good condition and in working order such that the Storm Water Management Facilities comply with the approved plans on file with the Village. Said maintenance shall be at the Owner’s sole cost and expense and shall include inspection on not less than an annual basis, perpetual maintenance, operation and replacement of all required storm/surface water facilities and equipment. Maintenance includes, but shall not be limited to, the responsibility for, on a routine and emergency basis, and as needed, conducting all dredging and/or cleaning of the storm/surface water facilities and equipment to assure that they perform, at a minimum, in accordance with the performance standards set forth in the approved plans on file with the Village. Owner will conduct such maintenance or repair work in accordance with all applicable laws, codes, regulations, and similar requirements.
2. Easement to Village. If Owner fails to maintain the Stormwater Management Facilities as required in Section 1, then the Village shall have the right, after providing Owner with written notice of the maintenance issue (each, a “Maintenance Notice”) and time to comply with the Village’s Maintenance Notice, to enter the Property in order to conduct the maintenance specified in the Maintenance Notice. The Village will conduct such maintenance work in accordance with all applicable laws, codes, regulations, and similar requirements and will not unreasonably interfere with Owner’s use of the Property. All costs and expenses incurred by the Village in conducting such maintenance may be charged to Owner by placing the amount on the tax roll for the Property as a special assessment in accordance with Section 66.0703, Wis. Stats.
3. Term/Termination. The term of this Declaration shall commence on the date that this Declaration is filed of record with the Register of Deeds Office for Waukesha County,

Wisconsin, and except as otherwise herein specifically provided, shall continue in perpetuity. Notwithstanding the foregoing, this Declaration may be terminated by recording with the Register of Deeds Office for Waukesha County, Wisconsin, a written instrument of termination signed by the Village and all of the then-owners of the Property.

4. Miscellaneous.

- (a) Notices. Any notice, request or demand required or permitted under this Declaration shall be in writing and shall be deemed given when (i) served electronically by e-mail to the following e-mail addresses; or (ii) personally served; or, (iii) three (3) days after the same has been deposited with the United States Post Office, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to Owner: Elm Grove Heights, LLC
c/o Horizon Development Group
5201 East Terrace Drive, Suite 300
Madison, WI 53718
E-mail Address: d.fitzgerald@horizondbm.com

If to Village: Village of Elm Grove
3600 Juneau Boulevard
Elm Grove, WI 53122
Attn: Village Manager
E-mail Address: ddeangelis@elmgrovewi.org

Any party may change its address for the receipt of notice by written notice to the other.

- (b) Governing Law. This Declaration shall be governed and construed in accordance with the laws of the State of Wisconsin.
- (c) Amendments or Further Agreements to be in Writing. This Declaration may not be modified in whole or in part unless such agreement is in writing and signed by all parties bound hereby.
- (d) Covenants Running with the Land. All of the easements, restrictions, covenants, and agreements set forth in this Declaration are intended to be and shall be construed as covenants running with the land, binding upon, inuring to the benefit of, and enforceable by the parties hereto and their respective successors and assigns.
- (e) Partial Invalidity. If any provisions, or portions thereof, of this Declaration or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Declaration, or the application of such provision, or portion thereof, to any other persons or circumstances shall be affected thereby and each provision of this Declaration shall be valid and enforceable to the fullest extent permitted by law.

(Signatures follow on next page)

IN WITNESS WHEREOF, we have hereunto set our hands and seals this ____ day of August, 2019.

ELM GROVE HEIGHTS, LLC,
a Wisconsin limited liability company

By: **Elm Grove Heights MM, LLC**

By: _____
Name: Daniel D. Fitzgerald
Its: Authorized Representative

STATE OF WISCONSIN)
) ss
COUNTY OF DANE)

Personally came before me this ____ day of _____, 2019, the above named Daniel D. Fitzgerald as Authorized Representative of Elm Grove Heights MM, LLC, its Managing Member of Elm Grove Heights, LLC, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public Signature

Printed Name of Notary Public

My Commission Expires: _____

Drafted by: Toni Prestigiacomo, Esq., Foley & Lardner LLP, 150 East Gilman Street, Madison, WI 53703.

EXHIBIT A
Legal Description of Property

Lot 2 of Certified Survey Map No. 8351, being a redivision of Parcel 2 of Certified Survey Map No. 5703, being a part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, and the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 25, Town 7 North, Range 20 East, in the Village of Elm Grove, Waukesha County, Wisconsin.

EXHIBIT 8
BANKED PARKING INSTALLATION PLAN

Exhibit 8

Banked Parking Installation Plan

1. In the event that the Village determines that the underground and surface parking provided at the Property have become inadequate to meet the parking demand on an ongoing and routine bases, then the Village shall have the right to direct Developer to install additional parking spaces as described below.
2. The determination that additional spaces are needed will be based on observations by the Elm Grove Zoning Administrator or receipt of citizen complaints and/or a report from the Police Department about unsafe or unauthorized parking on the Property or access drive or at 13050, 13060, 13070 West Bluemound Road (Emerald Woods Condominiums).
3. Installation of additional banked parking shall occur in two phases labeled Areas A and B on Exhibit A-1 attached hereto. Phase One shall be the installation of six parking spaces. Phase Two shall be the installation of an additional eight parking spaces.
4. The Village may direct the installation of Phase Two only if, after Developer has installed Phase One, the Village has made a separate and subsequent determination pursuant to subsection 2 that the six Phase One parking spaces, together with the existing surface and underground parking, have not provided adequate parking for the Property. The separate and subsequent determination must be based on new evidence of inadequate parking presented after the installation of Phase One in accordance with subsection 2.
5. Developer shall have the right to install any or all of the banked parking spaces upon providing notice to the Village that Developer needs additional parking to meet the parking demand at the Property.
6. Installation of Banked Parking spaces shall comply with all applicable codes.
7. Unless otherwise prevented by Federal Emergency Management Agency or the State of Wisconsin Department of Natural Resources, the installation of Banked Parking spaces shall occur within 180 days after a Notice to Install Banked Parking is issued by the Village.
8. In the event Developer wishes to contest the Notice to Install Banked Parking, then Developer shall submit a written request to the Village for consideration and action by the Village Board. If contested, Developer shall have the opportunity to present exculpatory evidence establishing that the Property contains adequate parking. The Village Board must then consider the Developer's exculpatory evidence prior to making a final decision to mandate the installation of banked parking.

EXHIBIT 9
PERPETUAL GENERAL EASEMENT

**PERPETUAL EASEMENT FOR
INSTALLATION OF PARKING SPACES**

Document Number

Recording Area

Name and Return Address

Village Manager
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122

EGV 1108980001

Tax Identification Number

**This document drafted by: Toni Prestigiaco, Foley & Lardner LLP, 150 East Gilman Street,
Madison, Wisconsin 53703**

PERPETUAL EASEMENT FOR INSTALLATION OF PARKING SPACES

RECITALS:

- A. ELM GROVE HEIGHTS, LLC (“Owner”) is the owner of the Property more particularly described on Exhibit A attached hereto (the “Property”).
- B. Owner desires to construct a building and other facilities on the Property in accordance with that certain Development Agreement dated August ____, 2019 (the “Development Agreement”) between Owner and the Village of Elm Grove (the “Village”).
- C. Under the Development Agreement, Owner is required to install certain banked parking spaces in the locations indicated on Exhibit B attached hereto and made a part hereof within one-hundred eighty (180) days of receipt of a written request from the Village. Owner is further required to provide the Village or any agent or subcontractor thereof with a perpetual general easement (“PGE”) throughout the Property to install the requested banked parking spaces in the event Owner shall fail to do so. Accordingly, Owner agrees to provide a Perpetual Easement for Installation of Parking Spaces to the Village in accordance with the Development Agreement and on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the declarations herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the owner agrees as follows:

1. Recitals. The recitals are hereby incorporated and made a part of this PGE.
2. Banked Parking Spaces. Owner shall be responsible for the installation of the banked parking spaces shown on Exhibit B in two phases in the areas labeled “Area A” and “Area B” as more particularly described in the Development Agreement. Phase One shall be the installation of six parking spaces and Phase Two shall be the installation of eight parking spaces.
3. Easement to Village. If Owner fails to install the banked parking spaces as provided in the Development Agreement, then the Village shall have the right, subject to the terms and conditions of this PGE and the Development Agreement, after providing Owner with thirty (30) days’ prior written notice of its decision to install the parking spaces (the “Installation Notice”), to enter the Property in order to install the parking spaces in the locations indicated on Exhibit B. Village will conduct such installation work in accordance with all applicable laws, codes, regulations, and similar requirements and will endeavor to not unreasonably interfere with Owner’s use of the Property. All work performed in connection with the Installation Notice may be charged to Owner pursuant to Article II, Section F.11. of the Development Agreement.
4. Term/Termination. The term of this Perpetual Easement shall commence on the date that this Agreement is filed of record with the Register of Deeds Office for Waukesha, Wisconsin, and shall terminate and be of no further force and effect, upon the construction of all the banked parking spaces required under the Development Agreement. This Easement shall automatically terminate as set forth above without any further documents being executed or recorded.

5. Miscellaneous.

- (a) Notices. Any notice, request or demand required or permitted under this Easement shall be in writing and shall be deemed given when personally served or three (3) days after the same has been deposited with the United States Post Office, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to Owner: Elm Grove Heights, LLC
c/o Horizon Development Group
5201 East Terrace Drive, Suite 300
Madison, Wisconsin 53718
Attention: Daniel D. Fitzgerald

If to Village: Village of Elm Grove
Attn: Village Clerk
13600 Juneau Boulevard
Elm Grove, WI 53122

- (b) Covenants Running With the Land. The provisions of this Easement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns, and the limitations contained herein shall be covenants running with the land. This easement and the rights granted hereunder shall be subject to all existing encumbrances, easements, covenants, conditions, restrictions, and all other matters of record.

- (c) Severability. If any term or condition of this Easement shall, in any case, be invalid or unenforceable under applicable law, then the same and all other terms and conditions of this Easement shall, in all other cases, not be affected thereby, and all such terms and conditions shall be valid and enforceable to the fullest extent permitted by applicable law.

- (d) Governing Law. This Easement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

- (e) Prevailing Party Attorney Fees. If a suit is brought to enforce this Temporary Access Easement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party.

- (f) Amendments. This Easement may not be modified in whole or in part unless such agreement is in writing and signed by all parties bound hereby.

[Signature on Following Page]

IN WITNESS WHEREOF, Owner has executed this Perpetual Easement for Installation of Parking Spaces as of this _____ day of August, 2019.

ELM GROVE HEIGHTS, LLC

By: **ELM GROVE HEIGHTS MM, LLC**, its
Managing Member

By: _____
Daniel D. Fitzgerald, Authorized Representative

STATE OF WISCONSIN)
COUNTY OF DANE) SS

Personally came before me this _____ day of _____, 2019, the above named Daniel D. Fitzgerald, to me known to be the person who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires: _____

Drafted by: Attorney Toni Prestigiacomo
Foley & Lardner LLP
150 East Gilman Street
Madison, WI 53703

EXHIBIT A

Legal Description

Lot 2 of Certified Survey Map No. 8351, being a redivision of Parcel 2 of Certified Survey Map No. 5703, being a part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, and the Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 25, Town 7 North, Range 20 East, in the Village of Elm Grove, Waukesha County, Wisconsin.

EXHIBIT B
LOCATION OF BANKED PARKING SPACES



2/28/24

Elm Grove Heights
13040 W Bluemound Rd
Elm Grove, WI 53072

RE: Special Inspection

At the request of the Village I conducted a site visit and complete walk thru with Mick on 2/27/24. This letter provides violations found.

Numerous fire caulk violations

Parking Garage

1. Missing around insulated water lines.
2. Garage heater exhaust pipe, also 2" pipe nearby
3. Unused hole near parking stall #64
4. Holes near garage door in ceiling, exposed foam

Mechanical Rooms

1. First floor north remove detector cover, caulk electrical cable
2. Second floor north and south, caulk electrical cables
3. Third floor north, caulk electrical cable
4. Fourth floor north, caulk electrical cable. South j-box missing cover

Parking Garage Plumbing

1. Sump crock lids need all open holes capped. Two separate locations

Exterior Balconies

1. Push sprinkler escutcheons back into place on the first floor northwest and southwest corner units.

Sincerely,

Mike Hadley
Village of Elm Grove Building Inspector
262-212-8615



March 13, 2024

Village of Elm Grove, Wisconsin

Proposal to provide a responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next Finance Director

March 13, 2024

Thomas Harrigan, Village Manager
13600 Juneau Blvd
Elm Grove, WI 53122
Delivered electronically

Baker Tilly US, LLP
30 East Seventh St
Suite 3025
St. Paul, MN 55101
T: +1 (651) 223 3000
F: +1 (651) 223 3046
bakertilly.com

Dear Mr. Harrigan:

Baker Tilly US, LLP (Baker Tilly) appreciates the opportunity to assist the Village of Elm Grove (the Village) in recruiting your next Finance Director. Based on what we have learned from your request for proposal (RFP) process, we are confident we are the right fit to serve you in selecting your next Finance Director with forward-thinking executive recruitment services so you can keep your focus where it belongs: serving your community. Our proposal meets your RFP requirements and describes our unique proposition to meet your key objectives.

We believe that our record of successfully placing qualified and accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options for selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top-level executives in similar roles set us apart. Additionally, we offer the following unique features:

The right firm

Elm Grove will benefit from the qualifications, technology tools and expansive resources of our top 10 accounting and advisory firm, delivered with personalized attention and responsive service.

The right experience

Our firm is structured around industry-specialized practice groups, allowing us to provide focused training and continuing education to our team members. Our understanding of your organization, paired with targeted experience, will help Elm Grove thrive now and as you evolve.

The right team

Your handpicked team of Value Architects™ includes technical and industry-specialized team members who understand your organization's requirements, challenges and opportunities. Elm Grove will receive a tailored recruitment designed to meet your needs and exceed your expectations.

The right value

We provide high-quality service for a fair and reasonable fee. Our significant level of engagement team leader involvement translates into a responsive, efficient recruitment and the ability to deliver value throughout the engagement.

- **Customized profile development:** Working with Village Manager and designated staff, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next Finance Director. We strive to understand how the Village of Elm Grove's current and anticipated needs and organizational priorities will shape your recruiting and selection requirements. We collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach will effectively allow us to identify, attract and recruit highly qualified candidates for your review.

Village of Elm Grove, Wisconsin
March 13, 2024

- **Management/leadership assessment:** Relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to selected applicants to help us identify potential in each candidate we present to you. Results are “Real,” “Impactful,” and “Powerful.” Furthermore, based on scientific data, these results can provide more profound insights into the candidate’s management traits and leadership styles.
- **Recorded video interviews:** We ask selected candidates (semi-finalists) to complete a recorded, one-way video interview using questions developed from your “candidate profile,” which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Online application management:** We use NeoGov as our online application system. It provides for efficient management of applications and allows us to communicate in real time with applicants, engaging and informing them of each step in the search process. Within this system, we can access, review and evaluate prior applicants or individuals who have expressed interest in similar positions. Generally, these individuals may not be actively seeking a job but may be open to “the right opportunity.” This is another benefit and advantage we provide our clients, enabling us to access more passive job seekers.

This proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the Village of Elm Grove.

As your Value Architects™, we are determined to support you in achieving your mission to identify your next Finance Director. Thank you for the opportunity to serve you. Our team is excited to earn your trust, and, as always, we look forward to discussing your questions and feedback.

Very truly yours,

BAKER TILLY US, LLP



Anne Lewis, Managing Director
+1 (703) 923 8214 | anne.lewis@bakertilly.com



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Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider Baker Tilly a leader among accounting and advisory firms.

Controller



The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. © 2024 Baker Tilly US, LLP. Baker Tilly US, LLP is currently undergoing a restructuring of its organization, which is anticipated to occur on or around June 1, 2024. Following the closing of such restructuring, all consulting and tax engagements will be performed by Baker Tilly Advisory Group, LP. All assurance engagements will continue to be performed by Baker Tilly US, LLP.

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Executive summary

What makes Baker Tilly different from other firms? Our solution truly begins by listening to what the Village of Elm Grove needs.

Understanding your needs to help achieve your objectives and mission

We understand the Village of Elm Grove is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next Finance Director.

Baker Tilly public sector executive recruiters will collaborate with you or your designated staff to understand the traits, attributes, capabilities and overall qualifications that are most important to your organization for this recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies, and materials that present the Village of Elm Grove as a small, but active suburban community, Elm Grove is an attractive place to live and work.

We recognize there is significant competition for experienced local government finance directors today. For this reason, we collaborate with you to develop recruitment strategies that include an aggressive marketing, recruiting and candidate outreach campaign. Successful recruitment often depends upon reaching successful executives who may not necessarily be searching for new employment opportunities or waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. We believe these efforts are essential to ensuring that your Village Board receives and can select from many qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your Village Board with comprehensive details and information about each candidate we present, expanding beyond applications, cover letters, and resumes to understand better, compare and contrast individual professional experience, leadership traits and the management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also can provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning as you deem necessary or appropriate. Additionally, the lead consultant is available to the Village Manager or its designee before, during and after each interview session and can facilitate your deliberations, employment offer, and negotiations with the individual you select as a finalist.

Our highly regarded executive recruitment process

State and local government clients like the Village of Elm Grove are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs. The following table details how we plan to address your needs in a valuable way.

TASKS	PROCESS
<p>1. Recruitment brochure development and advertising</p>	<ul style="list-style-type: none"> We schedule and meet with the Village of Elm Grove’s Village Board, appointed management team members and/or key stakeholders, as instructed, to understand your leadership vision, strategic direction and candidate expectations, then use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.
<p>2. Execution of recruitment strategy and identification of quality candidates</p>	<ul style="list-style-type: none"> Using your approved profile, we develop a colorful, informative and appealing brochure. Then, we embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile. Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects we identify by building a detailed query into our searchable applicant database. Using our applicant tracking system, we communicate with all applicants about the process, established timelines and the next steps.
<p>3. Screening of applications, review of semi-finalists and selection of finalists</p>	<ul style="list-style-type: none"> Once we identify those applicants who most closely match your desired profile, we assign them several tasks, including our due diligence and candidate questionnaires, while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment and continuation in our process. We also provide selected applicants with a link that will take them to our one-way video interview portal. The candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant’s candidacy related to your desired profile. Once we gather the responses from the items listed above, we prepare and provide an electronic (PDF) Semi-Finalists Report listing 5 to 8 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters, due diligence and candidate questionnaire responses. We then ask you to identify four or five, plus one alternate, as finalists. We then ask this group to complete our management and leadership style assessment, which provides additional information, including development needs, strengths, personality and behavior analysis. This tool provides information about each finalist, which we have found essential to the selection process.
<p>4. Background report checks, reference checks, social media presence, academic verifications</p>	<ul style="list-style-type: none"> We secure authorization from each finalist to conduct a comprehensive background records check and reports. We obtain a list of up to 10 current or former supervisors, peers or direct reports from each finalist to contact as references. We provide a report summarizing all responses to our customized reference questionnaire. We verify academic credentials and professional certifications.

TASKS	PROCESS
	<ul style="list-style-type: none"> We conduct an exhaustive review of social and electronic media sites and other publications to identify any information relevant to the hiring of the finalists you interview. We provide a comprehensive reference check and report for each finalist.
5. Final interview process	<ul style="list-style-type: none"> Once you identify your finalists, we collaborate with your designated staff to design, prepare and provide technical support to ensure a smooth, effective and efficient interview process, which may include the scheduling and support for virtual interviews. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.

THERE ARE NUMEROUS BENEFITS TO UTILIZING BAKER TILLY FOR YOUR RECRUITMENT NEEDS
We strive to distinguish ourselves from peer organizations.

Why Baker Tilly is ideally suited to serve Elm Grove

Baker Tilly has distinguished itself from public sector executive recruitment peers in many ways. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs.** The Village of Elm Grove deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications makes us the right fit to serve the Village — today and for years to come.

WHAT WE UNDERSTAND THE VILLAGE NEEDS	HOW WE WILL DELIVER
Carefully structured process supported by technology	<ul style="list-style-type: none"> Comprehensive and seamless process refined by years of interaction with local government, not-for-profit employers, and prospective candidates. Leverage the search process with technology tools, including a video interview system, management/leadership style assessment analysis and online application platform. Efficient management of candidate information and providing the Village Board with unique information about each candidate’s leadership and management style and ability to respond extemporaneously to video questions.
Public sector recruiting specialization and experience	<ul style="list-style-type: none"> Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. Successfully recruited more than 1,700 executive-level positions within villages, cities, counties, school districts and public and not-for-profit organizations since 2000.
Thorough candidate evaluation	<ul style="list-style-type: none"> Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, assuring the Village of its access to established managers and rising stars. Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character.

WHAT WE UNDERSTAND THE VILLAGE NEEDS	HOW WE WILL DELIVER
<p>Diversity in executive recruitment</p>	<ul style="list-style-type: none"> Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA) and their Corporate Advisory Council, the Local Government Hispanic Network and other organizations.
<p>Delivering value for the Village’s budget</p>	<ul style="list-style-type: none"> Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference and academic verification checks and up to three on-site visits. Work closely to meet the Village’s needs and any unexpected circumstances that may arise during your recruitment to expedite the recruitment, but not at the expense of finding high-quality candidates.
<p>Triple Guarantee</p>	<ul style="list-style-type: none"> Focus on assisting with your executive recruitment until you make an appointment. Guarantee your executive recruitment for 12 months against termination or resignation for any reason — or we will come back to fill your Finance Director position for no additional professional fee. Commitment not to directly solicit any candidates selected under this contract for another position while employed with your organization.
<p>Transparency and confidentiality</p>	<ul style="list-style-type: none"> No preconceived notions or expectations about the Village and prospective candidates. Work closely with the Village to make sure the process is transparent. Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number of qualified applicants.
<p>Keeping the Village involved and minimizing disruption</p>	<ul style="list-style-type: none"> Comprehensive process incorporates the active participation of the Village Manager or appointing authorities at key steps in the process. Keep decision-makers fully advised and informed of all aspects of the process without requiring them to expend substantial time or put aside other pressing issues. Village staff can focus on their primary and assigned functions while Baker Tilly manages the search process.

BAKER TILLY DIFFERENTIATES ITSELF FROM OTHER EXECUTIVE RECRUITMENT FIRMS
Elm Grove will benefit from our understanding of best practices within the executive recruitment space.

Meeting your needs with our resources

Our firm has the reputation, resources and reach to address the challenges you face as a public sector organization — both now and in the future.

Offering our resources: Baker Tilly at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation and forward-thinking solutions to public sector clients. Baker Tilly is passionate about enhancing and protecting our clients' impact, which is a collective effort by everyone across our firm. **Our public sector team maintains a separate practice group of approximately 350 team members devoted to serving clients like you.** The Village of Elm Grove will receive an exceptional executive recruitment experience. Below are some key facts about our firm and the resources we bring to your recruitment.



50+
finance
recruitments



1,700+
recruitments
since 2000



50+
office locations
across the U.S.



250+
workplace and
culture awards

COMPREHENSIVE EXPERIENCE TO SERVE YOU

Elm Grove will receive support and guidance from a respected firm that continues to grow.

Celebrating more than 90 years serving our valued clients

As a future-looking firm, we celebrate more than 90 years of dedication to our clients by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we continuously innovate and evolve to work better.



Our roots took hold in 1931 in Waterloo, Wisconsin, where we began as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services and areas of expertise. One thing has not changed over time: **our shared passion for enhancing and protecting our clients' impact.**

As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity and adaptability, Baker Tilly will continue to become more connected to our clients, our people, our communities and our profession.

Project contacts and locations

AUTHORIZED REPRESENTATIVE	ENGAGEMENT TEAM LEADER
Anne Lewis, Managing Director 8219 Leesburg Pike, Suite 800 Tysons, VA 22182 +1 (703) 923 8214 anne.lewis@bakertilly.com	Patty Heminover, Director 30 East Seventh St, Suite 3025 St. Paul, MN 55101 +1 (651) 223 3058 patty.heminover@bakertilly.com

Delivering specialized expertise to our public sector clients

Baker Tilly has served state and local governments since our establishment more than 92 years ago. We are one of the few advisory CPA firms with a practice dedicated entirely to serving governmental clients.

Unlike many of our contemporaries, Baker Tilly is organized by industry, not service line. What does this mean for Elm Grove? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in executive recruitment. The Village will work with a knowledgeable team that understands your specific challenges and provides innovative solutions to help you overcome them.



Recognizing this complexity and eager to serve as a true valued advisor to the public sector, Baker Tilly formalized its dedicated public sector specialization more than 50 years ago. **Today, more than 350 Baker Tilly professionals — including nearly 30 partners —** focus directly on serving governments and provide hundreds of thousands of client service hours annually to organizations like Elm Grove.

Nationwide, our public sector practice serves nearly 4,000 state and local governmental entities, including municipalities, counties, school districts, utilities, transit organizations, airports and special authorities. Several of these client groups are now served by dedicated specialists in distinct sub-practices.

Public sector: Experience that matters

<p>4,000 public sector clients</p>	<p>90+ years of industry experience</p>	<p>Serving clients nationwide</p>

COMMITMENT TO THE PUBLIC SECTOR

Baker Tilly has been in business for more than 90 years, and public sector entities were some of our first clients.

Organizational management and human capital services

OUR COMBINED SERVICES INCLUDE:

- | | |
|------------------------------------|--|
| • Executive recruitment | • Process improvement |
| • Executive coaching | • Strategic and business planning |
| • Executive performance assessment | • Service sharing and service consolidation |
| • Organization assessments | • Management services |
| • Organization development | • Financial planning, budgeting and analysis |
| • Performance management | |

MEETING ELM GROVE'S HUMAN CAPITAL NEEDS

Baker Tilly provides a full array of organizational management and human capital services designed to meet the unique needs of state and local governments.

Serving the Village of Elm Grove effectively from anywhere

Borderless client service approach

Baker Tilly goes to market by industry and service specialization, so we assign team members based on skill set and geographic location. Each team member selected to serve the Village will bring individual strengths that directly benefit your engagement. Based on our understanding of your needs, we can provide the best service by managing our relationship with the Village out of our Saint Paul area office based on a similar experience serving organizations like Elm Grove.

Your engagement team has the technology tools to support the Village in meeting objectives from anywhere. None of this is new to our Baker Tilly professionals. We have led a borderless client service approach for many years and are adept at providing a seamless remote experience for all clients, whether they are down the street or on the other side of the country. Every Baker Tilly professional receives a laptop and remote access credentials to connect to our internal network resources from outside the office.

We leverage Microsoft Teams, our web conferencing software, to host remote meetings. It is almost as good as being in the same room and saves everyone time, cost and carbon footprint. This approach has been very successful for similar clients, and we will make sure it is successful for you.

The Baker Tilly executive recruitment team will work closely with the Village's designated point of contact to develop methods to complete all aspects of our established search processes using existing technologies and ensure the overall safety of all involved, which may require virtual or telephonic meetings or interviews. Notwithstanding, we will creatively collaborate with your organization to gather and provide you with critical information essential to your hiring decisions.



Proactive, ongoing dialogue: Frequent informal conversations, regular status meetings and periodic phone calls as questions arise help us to stay current with your needs and avoid last-minute surprises. As the engagement progresses, we will share findings, ideas and suggestions..



Accessibility and responsiveness, with access to a local office: Responsiveness is at the heart of our relationship, and your team members are committed to responding to most engagement requests within one business day.



Leveraging technology: Baker Tilly invests in innovation and technology tools to support real-time communication – both internally among Baker Tilly team members and with you as our client. Collaboration software tools such as Microsoft Teams allow for remote check-ins and the ability to work together anywhere, anytime and on any device.

Sharing a culture of values with the Village of Elm Grove to serve as the foundation of our lasting relationship

Our core values infuse our culture and drive the way we plan to work with the Village. They are what we believe in and what we expect from each other. They guide our decisions, inspire our actions and impact how we do business. They are shorthand for what we stand for — and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression. These core values are highlighted below.

 <p>BELONGING</p> <p>We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. We commit to a diverse and inclusive workplace upheld by fairness, compassion and equality.</p>	 <p>COLLABORATION</p> <p>We are at our best when we work together. We build on our collective strength to achieve more than we can as individuals.</p>	 <p>INTEGRITY</p> <p>We do the right thing, for the right reason, every day. Honesty, trust and keeping our promises are paramount to our success.</p>	 <p>PASSION</p> <p>We put forth our best effort every day for the benefit of our people, clients and firm. There is a sense of urgency and relentless energy in everything we do. We love our profession and take great pride in it.</p>	 <p>STEWARDSHIP</p> <p>We invest for the future with the intention of leaving everything better. We strive to make a positive difference and leave a proud legacy.</p>
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SHARED CULTURES, VALUES, PHILOSOPHIES AND GOALS

Elm Grove and Baker Tilly have a strong cultural fit, and our commonalities will lay the foundation for trust, open communication, a seamless project approach and an enduring relationship.

Belonging is a core value at Baker Tilly. It is who we are rather than what we do. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality. Inclusiveness and belonging empower us to achieve better business results. For more information on our firm's commitment to diversity, inclusion and belonging please refer to **Appendix A**.

Providing executive recruitment services

Our relationship-driven approach is led by an engagement team that delivers a cost-effective, quality engagement for Elm Grove. We will deliver executive recruitment solutions that address the Village's underlying complexities and your unique opportunities.

The Baker Tilly executive recruitment process

Task 1: Kickoff, marketing, recruitment and outreach

Developing a comprehensive recruitment brochure that includes a profile of the ideal candidate is an essential first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the candidate's success in the Finance Director position. The recruitment brochure will also include a profile that captures the essence of the Village of Elm Grove as a highly attractive venue for the successful candidate to live and work.

Your recruitment will be national and inclusive in nature, as we pursue a candidate pool of diverse, experienced and talented individuals.

To prepare the recruitment brochure, the engagement team leader will meet with the Village Manager, Village staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your Finance Director. We meet individually (or collectively, depending upon your preference) with Village staff to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and expectations for the Finance Director.

Information from these meetings and our review of the job description and other Village documents is used to prepare a position and candidate profile. The Village will approve the completed profile before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix B.**]

The project team will also work with the Village to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

If required, our team will place ads in relevant professional publications, websites and local print media and coordinate with Village staff to include information about the search on the Village's social media platforms. Baker Tilly also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will consist of national, state, regional and local elements determined during our initial meetings with the Village's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to promote the Finance Director position further.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

ADVERTISEMENTS FOR THE POSITION COULD BE PLACED WITH:

- International City/County Management Association
- National Forum for Black Public Administrators
- Careers in Government (careersingovernment.com)
- LinkedIn
- Government Finance Officers Association (GFOA)

BAKER TILLY PLACES ADS IN PROFESSIONAL PUBLICATIONS, WEBSITES AND LOCAL PRINT MEDIA
We will work with Elm Grove to develop an advertising and marketing strategy to notify potential candidates about your Finance Director position.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Position profile and recruitment brochure development	<ul style="list-style-type: none"> Baker Tilly meets with the Village to receive information regarding the Village’s budgets, organizational charts, images, logos, etc. Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline) 	2 weeks
Approve brochure, begin advertising and distribute marketing letter	<ul style="list-style-type: none"> Brochure sent to Village for final approval Begin advertising and distribution of recruitment brochure 	2 weeks

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of Finance Director. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, potential candidates presented with the opportunity directly and in the proper manner may apply. We take pride in locating highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by creating a customized database utilizing our extensive, interactive applicant database for the Finance Director position. This will allow the Baker Tilly team to customize applicant flow and tracking, communicate with applicants and conduct database inquiries for candidates based on characteristics important to the Village, such as geographic location, particular experience, expertise and credentials.

While recruitment is underway, the engagement team will work with up to 10 subject matter specialists (SMS) who know what successful performance in the Finance Director position looks like to reach a consensus on the ideal candidate's desired leadership and management style. We ask the SMS to complete a 30-minute online questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership and management style attributes for this position, creating a framework for assessing candidate fit with the Village. Later in the process, finalists are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix C.**]

PROVIDING EXECUTIVE RECRUITMENT SERVICES

Each candidate submitting a resume is sent a timely acknowledgment by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and professionalism with which they are treated during our recruitments.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Execution of recruitment strategy and candidate outreach	<ul style="list-style-type: none"> • Online data collection and profile development • Development of an interactive, searchable applicant database for recruitment of your Finance Director • Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy • Utilization of an extensive applicant database to identify applications and review the applicant pool for competencies/demographics 	4-5 weeks

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. We will then narrow the list to 5 to 8 semifinalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

Another unique aspect of our recruitment process is using a web-based one-way video interview. Each finalist has limited time to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to start responding and up to three minutes to respond to each of about three questions. This tool allows our team to understand better each candidate's ability to "think quickly." The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the Village Board and the designated staff with a link to review.

You will have access to our Applicant List, which will provide pertinent data for each applicant.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Applicant screening and recommendation of semi-finalists	<ul style="list-style-type: none"> • Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database • Most promising applicants are asked to complete candidate questionnaires and provide due diligence information • Media, internet and social media scan for information pertinent to future employment • Top candidates identified as semi-finalists • Semi-finalist report is prepared, including the brochure, applicant list, cover letter and resume of candidates to be considered 	2-3 weeks

PROVIDING EXECUTIVE RECRUITMENT SERVICES

PROJECT MILESTONE	DELIVERABLES	TIMELINE
	<ul style="list-style-type: none"> • Baker Tilly and the Village Board review video interviews • Project team leader meets with the Village Board to review recommended semi-finalists • Village Board selects finalists for on-site interviews • Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed 	

Task 4: Conducting background checks, reference checks and academic verifications

Once the Village Board has identified a list of “finalists,” Baker Tilly begins conducting reference checks, background records checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant’s qualifications, management style, leadership traits or characteristics and professional work performance.

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:	
• Consumer credit	• Bankruptcy
• City/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Educational verification	• Sex offender registry

REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS
Elm Grove will receive a report that thoroughly verifies each finalist’s background.

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Design final process with the Village for on-site interviews with finalists	<ul style="list-style-type: none"> • Baker Tilly confirms interviews with candidates 	1-2 days
Background checks, reference checks and academic verifications	<ul style="list-style-type: none"> • Baker Tilly completes background records checks, reference checks and academic verifications of finalists 	2-3 weeks

Task 5: Final interview process

Upon completing Task 4, we will work with your Village Board and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the Village. We work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

Before the interviews, we provide documentation on each finalist, highlighting leadership and management profile (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If asked, we will help the Village Board develop a compensation package and related employment considerations and negotiate an employment agreement.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Final Report prepared and delivered to the Village	<ul style="list-style-type: none"> Final Report is prepared, including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions 	1 day
On-site interviews with finalists	<ul style="list-style-type: none"> Interviews are scheduled The recruitment project team leader attends client interviews and is available to participate during deliberations of candidates if requested 	1-2 days
Offer made/accepted	<ul style="list-style-type: none"> If requested, Baker Tilly participates in candidate employment agreement negotiations Baker Tilly notifies candidates of the decision Baker Tilly confirms the final process; close out items with the Village of Elm Grove 	1-2 days

Providing optional post-placement activities

A successful executive search creates an opportunity to solidify the leadership bond between Elm Grove's elected officials and the new Finance Director. We offer the following fee-based supplementary services to encourage growth and positive change.

SUPPLEMENTARY POST-PLACEMENT SERVICES	
Six-month check-in	A facilitated session allows the new Finance Director and the Village Board to discuss progress, goals and vision. It is usually structured as a half-day session and can form the basis for future performance evaluations.
Executive coaching	Coaching can help improve communication, leadership, prioritization and other skills needed for peak performance. It also provides professional and personal counsel to a new manager.
Performance evaluation plan	An annual performance review process led by a third-party facilitator ensures valuable feedback, constructive dialogue and agreement on priorities. It can also strengthen the board/manager relationship.
Management system review	A structured review of the organization's management system identifies ways to increase efficiency and effectiveness. It is especially helpful for new Finance Directors because it provides an objective agenda for improvement.

We are happy to discuss these services with you and prepare a proposal for any desired services.

Recruiting a diverse candidate pool for the Village of Elm Grove

Baker Tilly’s recruiting strategy for Elm Grove reflects our firm’s core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we start collaborating with you to find the right candidate for your Finance Director position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

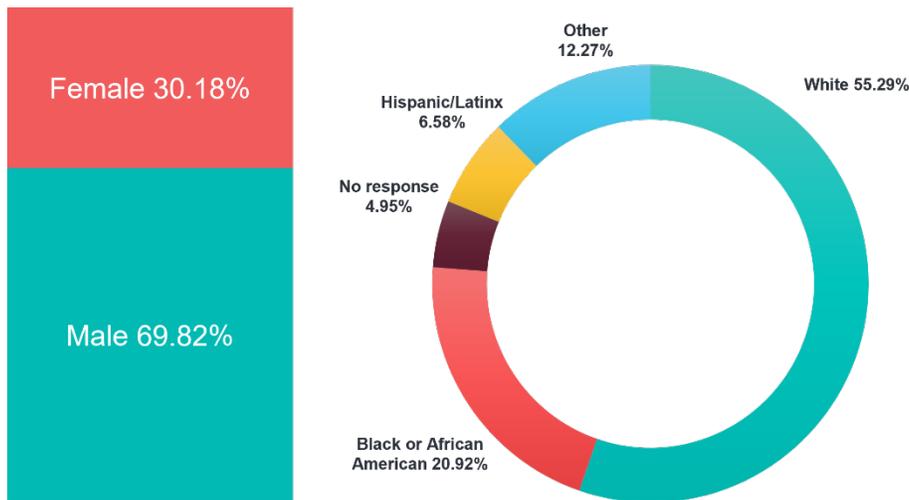
Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA’s National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established networks to find candidates from a wide range of backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Elm Grove’s opportunity. Based on our performance record, prospective candidates trust that the Baker Tilly executive recruitment team will fairly consider each application based on their qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation or any other legally protected status. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying
- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expand the slate of candidates
- Providing a welcoming and inclusive workplace culture within your village to attract and retain diverse talent

This past year, 95% of our applicants provided their race, and 98% shared their gender during the recruiting process. We saw a 3.05% increase in the number of Black/African American applicants, a 4.11% increase in the category of other races, and a 5.82% increase in female applicants over the same timeframe in 2022. The demographic breakdown of 852 candidates presented to our clients was as follows:



DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Triple Guarantee

We define the success of a smooth, seamless, effective and responsive executive recruitment that culminates with hiring a highly qualified Finance Director who matches the profile we developed to this end. We further define success by identifying and presenting a sufficient number of well-qualified applicants for the Village Board to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a trifold, industry-leading triple guarantee.

1. First, we commit to conducting your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants to consider until you select a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason) we will repeat the executive search at no additional professional fee but will include project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidate selected under this agreement for any other position while the candidate remains in your employment.

Unsuccessful recruitment

Whether an unsuccessful recruitment or the premature dismissal for cause or resignation of identified candidate, our approach is the same. It is imperative that our public sector executive recruiters fully understand your organizational culture, desired traits, attributes and qualifications of the executive you desire to hire. Then, using our proven methods, strategies, proprietary tools and approaches, we launch a comprehensive (local or national) marketing, recruiting and outreach campaign to identify the most qualified professional available.

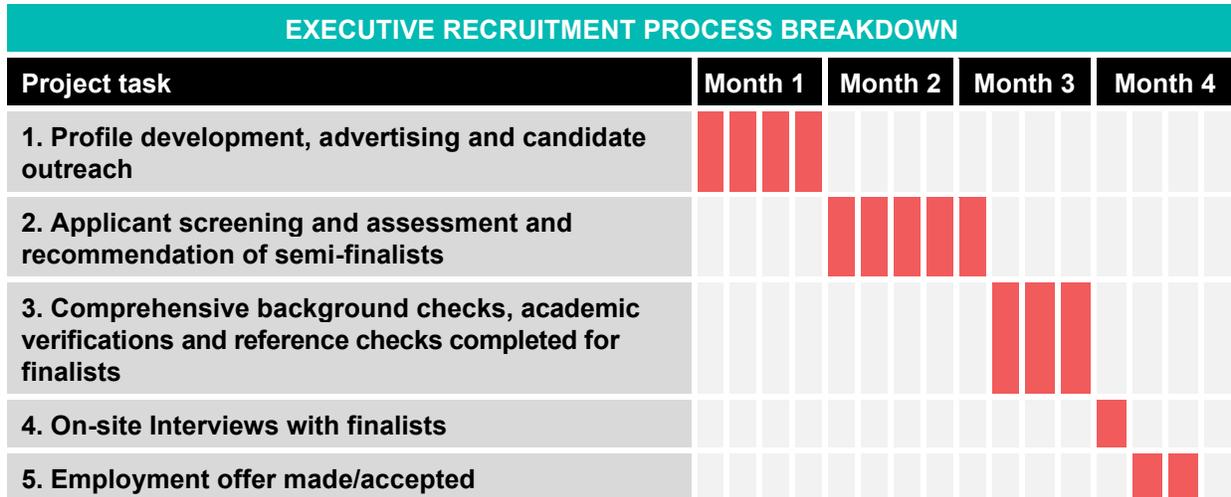
We pride ourselves on the nationwide relationships we have developed with local government professionals and the communities we serve. We are trusted to fully vet candidates and provide information on their experiences and credentials. Community information is detailed in the brochure and our one-on-one candidate interviews allow us to more fully explain the opportunities available in the community.

Sharing details on current searches presently being conducted

Baker Tilly's executive recruitment team is equipped to simultaneously facilitate more than 50 active projects. We are confident that, based on our existing schedule, commitment to clients and absolute adherence to our internal standards of service delivery, quality, integrity, efficiency, responsiveness and results, the proposed engagement leader will be available to begin your executive recruitment on short notice.

Co-developing a timeline to meet Elm Grove’s deadlines

A typical timeline is 100-120 days from project kickoff to extending an offer of employment. The Baker Tilly project team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. For this proposal, target dates are to be determined. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement. The following is an example of a timeline for an executive recruitment process.



EXECUTIVE RECRUITMENT PROCESS TIMELINE	
Project milestone	Deliverables
Profile development, advertising and candidate outreach	<ul style="list-style-type: none"> Baker Tilly meets with Village officials to develop candidate profile and recruitment brochure; Village approves ad placement schedule and timeline Baker Tilly sends draft recruitment brochure to the Village The Village returns draft brochure (with edits) to Baker Tilly Baker Tilly begins recruitment advertising and marketing Online data collection and profile development
Applicant screening and assessment and recommendation of semi-finalists	<ul style="list-style-type: none"> Baker Tilly commences formal review of applications, and the most promising candidates will be asked to complete questionnaires Candidates complete recorded interviews online Baker Tilly completes a formal review of applications and sends selected resumes to the Village Board for review Candidates’ recorded interviews are presented Baker Tilly meets with the Village Board and recommends semi-finalists; Village Board selects finalists for on-site interviews Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed

PROVIDING EXECUTIVE RECRUITMENT SERVICES

EXECUTIVE RECRUITMENT PROCESS TIMELINE	
Project milestone	Deliverables
Comprehensive background checks, academic verifications and reference checks completed for finalists	<ul style="list-style-type: none">• Baker Tilly completes reference checks/background checks/academic verification on finalists
On-site Interviews with finalists	<ul style="list-style-type: none">• Baker Tilly sends documentation for finalists to the Village Board• The Village Board conducts on-site interviews with finalists
Employment offer made/accepted	<ul style="list-style-type: none">• The Village Board extends employment offer to the selected candidate

COMMITMENT TO SUCCESSFULLY DELIVER RECRUITMENT SERVICES TO MEET YOUR REQUIREMENTS
Elm Grove's time is valuable. We will co-develop a timeline to provide the Village's executive recruitment services on time.

Your Value Architects™

Elm Grove will work with a consistent team of Value Architects™ who understand your organization and can add value from day one. The combination of your engagement team's executive recruitment experience and service knowledge translates into tangible results for the Village.

Aligning key engagement team members with your goals

Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the Village of Elm Grove organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,700 executive searches.

1,700+ recruitments

Your engagement team has conducted more than 1,700 successful recruitment projects since 2000.

The Baker Tilly engagement team will collaborate with the Village Manager and others designated as your technical advisor. As such, we conduct our recruitment process effectively, efficiently, transparently and professionally, consistent with "best practices" in the public sector executive recruitment space. Our agenda is clear; "our agenda is your agenda." Our objective is to generate a list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next Finance Director.

We have structured the Baker Tilly engagement team to draw upon our 90-plus years of collective service to the public sector and to leverage Baker Tilly's experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge results.

Your handpicked team of professionals offers a collaborative focus supported by the breadth and depth of our firm's national resources. We believe in strong personal relationships, which means a personal interest in the Village of Elm Grove from some of our most experienced team members. Engagement team members are introduced on the following pages, and complete resumes are available in **Appendix D**.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR ELM GROVE

Engagement leadership



Anne Lewis — Managing director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
+1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne leads Baker Tilly's public sector executive recruitment team. Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She was also responsible for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science and a Bachelor of Science from Shenandoah University.



Patricia Heminover — Director

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
+1 (651) 223 3058 | patty.heminover@bakertilly.com

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements, and successfully overseeing conflict resolution. Patty was South St. Paul Schools' director of human resources and finance before serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty has received a School Finance Award and technology leadership awards and helped establish Minnesota's first K-12 International Baccalaureate School District. She earned a Master of Education Administration from Minnesota State University.

Consulting team



Art Davis — Director

5440 West 110th Street, Suite 300, Overland Park, KS 66211
+1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas and Texas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR ELM GROVE



Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in political science and public administration from William Jewell College.

Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue, 28th Floor, Chicago, IL 60601
+1 (312) 240 3401 | yolanda.howze@bakertilly.com

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Before joining Baker Tilly, Yolanda was a senior consultant II with Gallagher's Human Resources Compensation & Consulting practice. She was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in psychology and organizational leadership from Maryville University in St. Louis and a Master of Arts in public administration and policy analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.



Carol Jacobs — Managing Director

18500 Von Karman Ave, 10th Floor, Irvine, CA 92612
+1 (949) 809 5588 | carol.jacobs@bakertilly.com

Carol is a managing director with Baker Tilly. She has held a wide range of roles across local government and consulting, including multiple stints as a city manager, and served most recently as assistant city manager of the City of Newport Beach, California. In that role, she had responsibility for functions as varied as fire, library, harbor, information technology, utilities and homelessness, with service as interim finance director and harbormaster. Carol also served as city manager for the Southern California cities of Eastvale and Stanton; as interim city manager for the City of Grand Terrace, California; and in a series of roles with increasing responsibility for the City of Costa Mesa, California. Carol's consulting experience includes managing a financial solutions practice area that served local governments, with responsibility for managing client needs, preparing financial studies, and conducting management and organizational reviews.



Edward G. Williams, Ph.D. — Director

17 Cowboys Way, Suite 800, Frisco, TX 75034
+1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development,

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR ELM GROVE

classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development for the City of Missouri City, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, an Educational Specialist degree in Higher Educational Administration, a Master of Higher Education Administration, and a Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in Spanish.

Supporting team

**Karen Edwards, SHRM-CP — Senior recruitment analyst**

+1 (813) 915-5616 | karen.edwards@bakertilly.com

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements. She has more than 30 years of experience in human resources, administrative positions and customer service. Karen earned a Bachelor of Science in business administration - human resource management from Western Governors University and is a Society for Human Resources certified professional.

**Michelle Lopez — Manager**

+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Baker Tilly's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle is crucial in ensuring that recruitment projects are completed thoroughly and on time. She has more than ten years of experience as a critical support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in organizational leadership.

**Diane Segulia — Recruitment analyst**

+1 (651) 223 3094 | diane.segulia@bakertilly.com

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. She is a team player who prides herself on delivering high-quality work. Diane joined Baker Tilly in 2015 as the receptionist. She joined the executive recruitment practice group as an administrative assistant in October 2019 and began her role as a recruitment analyst in June 2022. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR ELM GROVE

	<p>Carrie Thompson — Recruitment analyst</p>
	<p>+1 (703) 923 8040 carrie.thompson@bakertilly.com</p>
	<p>Carrie is a recruitment analyst with Baker Tilly’s executive recruitment practice group. She has more than four years of experience in recruiting coordination, including interview scheduling and candidate communication. She facilitates smooth sailing during the recruitment process. Carrie runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success. Carrie earned a Bachelor of Arts in communication with a concentration in media production and criticism from George Mason University.</p>

ELM GROVE WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

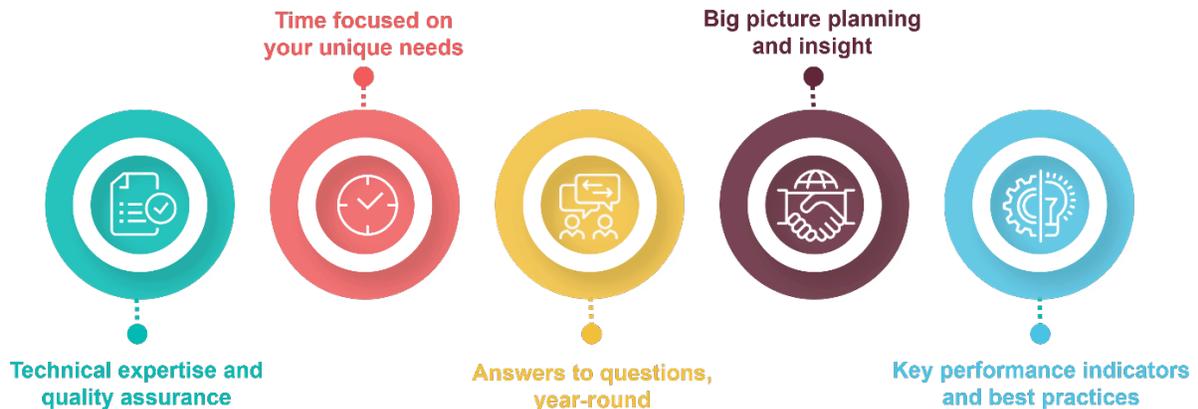
All engagement team members are committed to Elm Grove’s success. Their public sector experience and service expertise translates into tangible results for the Village.

Building trust with our client-focused approach to staffing to demonstrate how important you are to our firm

The Village of Elm Grove will benefit from our unique approach to staffing, which emphasizes significant engagement leadership involvement throughout the entire engagement process. Unlike other firms, Baker Tilly provides our top staff and most experienced team members to serve your organization. You can expect an open line of communication with and access to your senior team leaders year-round. This promotes an efficient, effective engagement.

We will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

The graphic below details how we will build trust with Elm Grove.



COLLABORATING WITH YOU AS YOUR TRUSTED TEAM

Your engagement team will be deeply involved in the engagement and develop an in-depth working knowledge of Elm Grove and processes to deliver value throughout our relationship.

Cultivating an engaging culture to offer a consistent public sector team that will serve you for many years

We view our commitment to staff continuity as the cornerstone of building a lasting relationship with Elm Grove. You can expect to see the same engagement team members for additional recruitment services in the future.

Exceptional professionals thrive at Baker Tilly because we foster an engaging culture through diversity and inclusion, work-life balance, continuous learning opportunities, career advancement and employee recognition. As evidence of our team member-focused culture, Baker Tilly proudly presents a variety of recognitions and awards.

EVIDENCE OF OUR TEAM MEMBER-FOCUSED CULTURE AND COMMITMENT TO EXCELLENCE

<p>Baker Tilly was included in People Magazine's 2023 Companies That Care list, which recognizes companies who put their employees and communities first</p> 	<p>Recognized as one of America's Best Large Employers in 2024 by Forbes</p> 	<p>Received 250+ culture awards and workplace recognitions firmwide</p>             
<p>Ranked as a top 10 accounting and advisory firm for workplace prestige and quality on Vault Accounting's Accounting 50 list; culture is the number one reason that team members join our ranks and stay at our firm</p> 	<p>Baker Tilly has again been certified as one of the Best Workplaces in Consulting and Professional Services – one of only 25 companies recognized on this list</p> 	

ADVANCING AN ENGAGING CULTURE

Our commitment to attracting and retaining a top-quality workforce benefits Elm Grove through engaged team members and staff continuity.

Valuable perspectives

We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for Elm Grove.

Demonstrating successful relationships with similar clients

Patty Heminover is the designated project leader for your Finance Director executive search. We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly and to verify the quality of work we have consistently delivered to each client as part of these recently completed executive recruitment projects. Each client will offer a unique perspective as you consider your own needs.

CITY OF CORPUS CHRISTI, TEXAS			
Name	Eyvon McHaney	Title	Human Resources Director
Phone	+1 (361) 826-3979	Email	eyvonMc@cctexas.com

FULTON COUNTY GOVERNMENT, GEORGIA			
Name	Kenneth L. Hermon, Jr.	Title	Director of Personnel
Phone	+1 (404) 613-0923	Email	Kenneth.hermon@fultoncountyga.gov

STAFFORD COUNTY, VIRGINIA			
Name	Shannon Wagner	Title	Director of Human Resources
Phone	+1 (540) 658-8628	Email	swagner@co.stafford.va.us

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' impact — resulting in experience-based insights for Elm Grove.

Providing similar services to clients

Following is a list of relevant public sector executive recruitments delivered by the Baker Tilly team.

LIST OF RELEVANT PROJECTS: PRESENT — 2019				
Year	Client	St	Project	Pop.
Current	Gainesville	FL	Finance Director	133,997
Current	Oak Park	IL	Chief Financial Officer	54,580
Current	Valley Community Services Board	VA	Director of Finance	
2024	MD-Natl Capital Park & Planning Comm	MD	Corporate Budget Director	
2024	Whitfield County	GA	Chief Appraiser	102,440
2023	Cleveland County	NC	Finance Director	99,520
2023	Gainesville	FL	City Auditor	133,997
2023	Hamilton Co Mental Health & RSB	OH	Chief Financial Officer	
2023	Kane County	IL	Executive Director of Finance	516,052
2023	Loudoun County	VA	Director of Finance & Procurement	406,850
2023	Midland	MI	Fiscal Services Director	132,520
2023	Mooreville	NC	Chief Financial Officer	38,498
2023	Oakland	CA	Principal Budget & Management Analyst	440,646
2023	Ottawa Hills	OH	Finance Director	4,814
2023	Port Arthur	TX	City Controller	53,937
2023	Stafford County	VA	Director of Finance	136,788
2022	Corpus Christi	TX	City Auditor	323,733
2022	Cudahy	CA	Finance Director	23,011
2022	Dakota County	MN	Director of Enterprise Finance & Info Svcs	429,021
2022	Fargo	ND	Finance Director	121,889
2022	Fulton County	GA	Chief Appraiser	1,064,000
2022	North Branch	MN	Finance Director	10,582
2022	Oakland	CA	Payroll Manager	440,646
2022	Oakland	CA	Tax and Revenue Manager	440,646
2022	Port St. Lucie	FL	Treasurer	189,396
2022	Pueblo	CO	Finance Director	110,841
2022	Stafford County Public Schools	VA	Executive Director of Finance and Budget	29,000
2022	Staunton	VA	Chief Financial Officer	25,750
2021	Alameda	CA	Controller	78,522
2021	Blaine	MN	Deputy Finance Director	64,114
2021	Edina	MN	Finance Director	51,958
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Fontana	CA	Finance Director	217,237
2021	Horace	ND	Finance Director	2,741

LIST OF RELEVANT PROJECTS: PRESENT — 2019				
Year	Client	St	Project	Pop.
2021	Hugo	MN	Finance Director	14,767
2021	Middleburg	VA	Finance Director	539
2021	Oakdale	MN	Finance Director	28,083
2021	Poquoson	VA	Finance Director	12,090
2021	St. Paul School District (ISD 625)	MN	Controller (partial)	32,000
2021	Transbay Joint Powers Authority	CA	Chief Financial Officer	
2020	Brooklyn Center	MN	Director of Fiscal Services	31,006
2020	Gainesville	FL	City Auditor	132,249
2020	Gloucester County	VA	Chief Financial Officer	37,292
2020	Gloucester County	VA	County Assessor	37,292
2020	Lake Elmo	MN	Finance Director	9,100
2020	League of Minnesota Cities	MN	Assistant Finance Director	
2020	Middleburg	VA	Town Treasurer/Director of Finance	841
2020	Orange County	NC	Director of Asset Management	140,352
2020	Robbinsdale Area Schools (ISD 281)	MN	Finance Director	
2020	Shakopee Public Utilities Commission	MN	Director of Finance and Administration	40,731
2020	Silicon Valley Clean Energy JPA	CA	CFO/Director of Administrative Services	3,100,000
2019	Cincinnati Metro Housing Authority	OH	Director of Revenue	301,301
2019	Independence	MO	Utility Chief Financial Officer	117,306
2019	Olathe	KS	Internal City Auditor	131,885
2019	Stafford County	VA	Chief Financial Officer	136,788
2019	Transbay Joint Powers Authority	CA	Chief Financial Officer	

Value for fees

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving the Village of Elm Grove's mission.

Delivering a professional fee estimate for the Village of Elm Grove

We are excited about the opportunity to work with Elm Grove and have prepared the below fee estimate to meet the Village's needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-ons or startup charges.

The all-inclusive professional fee includes the cost of professional services by the engagement team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, candidate background, reference and academic verification checks and travel expenses for on-site visits. Baker Tilly is not responsible for candidates' travel expenses to client location for on-site interviews. Clients generally manage these matters directly with the finalists.

Baker Tilly will bill for this engagement in four installments: 30% upon execution of this agreement, 30% at Phase I, 30% at Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the Village for any unpaid portion of the fee.

Feel free to direct all questions regarding the professional fee and project-related expenses to Patty Heminover via email at patty.heminover@bakertilly.com or via phone at +1 (651) 223 3058.

PROPOSED SERVICES	
Phase I	
Task 1 — Candidate profile development/advertising/marketing	
Task 2 — Identify quality candidates	
Phase II	
Task 3 — Screening of applications and submission of recommended semi-finalists to the client	
Task 4 — Reference checks, background checks and academic verifications	
Phase III	
Task 5 — Final process/on-site interviews with finalists	
Conclusion	
Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
TOTAL ALL-INCLUSIVE FEE*	\$24,500

** BAKER TILLY MAY CONSIDER A PROFESSIONAL FEE REDUCTION OF 10% if Elm Grove is provided additional recruitments during the subsequent 12-month period.*

OPTIONAL SERVICES FOR CONSIDERATION	FEE
<p>At your request, Baker Tilly can conduct a web-based community survey to help your organization identify critical issues or priorities that your organization may consider as you launch an executive search. Depending on your need, we administer the survey, which your residents, community leaders, employees or designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.</p>	<p>\$1,650</p>
<p>On rare occasions, a client desires the delivery of additional search-related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill Elm Grove at an hourly rate of \$300, plus expenses for additional work requested explicitly by your organization outside this project's scope or as described in the proposed scope. Before beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required before commencing any additional services.</p>	<p>\$300 per hour plus expenses</p>

BAKER TILLY CAN PROVIDE OPTIONAL SERVICES

Elm Grove may benefit from the additional services we offer. No additional services will be billed without the express consent and agreement with the Village.

Negotiations

If selected, we will provide the Village of Elm Grove with our standard engagement terms. Should the Village wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Supporting the Village of Elm Grove with our value-for-fees approach

We will provide the highest quality service for a fair and reasonable fee. Below is an overview of our value-for-fees approach and how it benefits you.

 <p>A team that works with a similar client base and is ready to lead a smooth recruitment</p>	 <p>Frequent check-ins and timely responses to your inquiries</p>	 <p>Controlled costs through a service approach designed for your organization</p>	 <p>Knowledge retention through a commitment to staff continuity</p>
 <p>High level of experienced manager involvement for a successful recruitment</p>	 <p>Practical, flexible and collaborative approach designed for your unique needs</p>	 <p>Full range of service solutions to grow with your needs</p>	 <p>Use of innovative technology and software tools to support real-time communication and efficiencies</p>

COMMITMENT TO VALUE FOR FEES

Elm Grove can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.

Appendix A: Prioritizing diversity, inclusion, belonging and societal impact (DIBS)

Prioritizing diversity, inclusion, belonging and societal impact (DIBS)



**MEET SHANE LLOYD,
DIBS STRATEGY LEADER**

In his role as chief diversity officer at Baker Tilly, Shane oversees our company's DIBS initiatives and serves on influential national diversity and inclusion boards.

At Baker Tilly, DIBS is who we are rather than simply what we do. We celebrate and value the identities, perspectives and contributions of every person. As we empower our team members to grow and bring their talents to the table, we discover opportunities to achieve better results for Elm Grove. We hire people who bring new perspectives and experiences, including our Chief Diversity Officer, Shane Lloyd, who joined Baker Tilly as DIBS strategy leader in 2021.

Baker Tilly's DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. This cross-section of leaders across our firm oversees our strategy — from inclusion-related communications to accountability measures for our key diversity goals and coordination of our DIBS ecosystem.

Our new, ambitious goals center around our structural pillars of diversity, inclusion, belonging and societal impact — embedding this work ever more deeply into the day-to-day workings of our business. Our DIBS ecosystem includes an array of groups, initiatives and deep networks of committed team members. [Learn more here.](#)

DIBS communities and signature initiatives

Activate team member network



Our core value of belonging reflects our commitment to creating a diverse and inclusive workplace for everyone. Bolstering this core value is Activate, our newest team member network. Activate's mission is to unite and empower team members who are neurodiverse or have physical disabilities to reach their full potential and contribute to a more accessible workplace.

Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions and enhances the retention of women at all firm levels.

NexGen: Joining workforce generations



With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace.

Supporting Opportunity, Advancement and Recognition (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Within SOAR, our team member-led Black, Latinx and Asian American and Pacific Islander (AAPI) communities provide spaces for conversation, relationship-building and engagement.

Baker Tilly Foundation



As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation supports causes within key pillars, including human services organizations that advance well-being, equity and inclusion.



Appendix B: Sample brochure



DIRECTOR OF FINANCE

STAFFORD COUNTY, VIRGINIA



PUBLIC SECTOR EXECUTIVE RECRUITMENT



The Position

The Director of Finance will be forward looking, a change agent who is seeking organizational effectiveness and efficiencies. The Director will perform complex professional and administrative work that will consist of planning and directing financial and accounting systems, information flow, administrative policies, and asset controls for efficiency and effectiveness while developing comprehensive financial strategies and devising and evaluating organization structures. Other crucial areas for the Director will involve developing debt management policies and financial strategies, coordinating and analyzing intergovernmental financial matters, overseeing and supervising the preparation and maintenance of financial and accounting records and files. This position reports to the Chief Director of Financial Services.

Major responsibilities include:

- Manages the development of the Annual Audit
- Reviews financially-related procedures and technology for organizational efficiency and effectiveness
- Plans, organizes and directs the activities of the Department of Finance
- Coordinates and works closely with the Commissioner of the Revenue, Treasurer, Management and Budget, and Procurement Division
- Establishes and maintains all financial and accounting systems for the County
- Represents the County by coordinating with outside accounting, finance and audit personnel
- Recommends development, acquisition and modification of accounting, finance and related information systems
- Oversees the preparation of the County's financial Annual Comprehensive Financial Report
- Oversees the assistance offered to other departments in the uses of the financial, accounting and payroll systems and in the interpretation and applications of the systems' information
- Develops, analyzes, and evaluates funding schedules relative to items that have an effect on future anticipated operations
- Prepares comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years
- Oversees and prepares various periodic and special reports and financial analyses for County operations
- Oversees the risk management and insurance program

Desired Capabilities

- Comprehensive knowledge of principles, policies and procedures pertaining to governmental finance and accounting; comprehensive knowledge of modern public administrative and fiscal operations
- Intra- and inter- department team building abilities which produce an improved customer service experience
- Thorough knowledge of the funding process in the municipal environment as related to budgeting, cost accounting, financial planning and management; thorough knowledge of federal, state and local regulatory requirements
- Knowledge of public finance, auditing, accounting, debt issuance, and budgeting
- Ability to plan, direct and leverage strong analytical and leadership skills to plan, direct, and coordinate multiple projects and management issues
- Ability to be a strategist for the long term success of Finance
- Capacity to conduct financial studies and make sound financial recommendations
- Ability to plan, supervise, and evaluate the work of others; and provide mentorship
- Capacity to objectively evaluate situations and make decisions
- Communicate effectively orally and in writing to include effective oral presentations and written reports
- Establish and maintain an effective working relationship with the general public, County officials, and employees

The Community

Stafford County, Virginia is ideally located along the Interstate 95 corridor just 25 miles south of Washington, DC and 50 miles north of Richmond. The County has a diverse population of over 156,927 residents as of the 2020 census, and is one of the fastest-growing counties in Virginia and the United States. The County continues to experience growth in its diversity and expends considerable effort to ensure the community's future needs remain a priority. Stafford has a wide variety of living choices, including waterfront, golf club communities, gated communities, suburban, country, and active adult communities.

Stafford County is a flourishing community that continues to achieve all that our residents, businesses, and visitors have come to imagine. Stafford is a great place to call home from its early beginnings that are deep-rooted in our nation's history to the evolution into a progressive and well-designed locality. It places the citizens first, ensuring that our home is always welcoming and our businesses continue to prosper.

Founded in 1664, the County has strong connections to events that shaped the nation's history. Most notably, the County's prosperous iron industry attracted Augustine Washington and his family, including a six-year-old son named George, to Ferry Farm in Stafford. The future president spent his formative years there until he reached young adulthood. Stone from its quarries helped to build the US Capital and other prominent buildings in Washington DC. During the Civil War, Stafford served as a logistical and transportation center for both northern and southern forces. It was the site of the first naval engagement of the war. It served as a significant starting point for African Americans seeking freedom from slavery. Several professional and Olympic athletes attended Stafford county schools.

For more details visit: <https://staffordcountyva.gov/index.php>



The Organization

The County of Stafford operates under the traditional Board-Administrator form of government where the seven-member Board appoints the County Administrator.

The Director of Finance is under the general supervision of the Chief Director of Financial Services and is responsible for oversight of the County's general financial operations. The Director of Finance plans, directs, and supervises the County's accounting, auditing, cash flow, capital financing, payroll, risk management, records management, and related systems and staff.

Critical to the organization is the continued development of the finance program, including staffing, policies, procedures and end-user training. Along with, designing, procuring, and implementing a new finance system and its related documentation.

The County's FY2024 adopted budget includes funding for 1,164 full-time employees and has an overall operating and capital budget of just over \$1B.

Stafford County prides itself on citizen involvement, innovation and efficient use of municipal resources.



ORGANIZATIONAL VISION

Through a culture of enthusiasm, creativity, and continuous improvement, we serve to make a difference



ORGANIZATIONAL VALUES

Proactive Ownership

We take initiative and act on the belief that our everyday efforts, no matter how small, will have far-reaching effects on the entire organization

Infinite Possibilities

We encourage imagination, opportunities and solutions in our delivery of service

Customer First

We value, respect, and listen to both our internal and external customers. We take responsibility in our words and in our actions to create a positive experience for all

Stronger Together

We expect and encourage participation and collaboration every day

Ardent Learners

We are committed to continuous learning and growth opportunities

Unwavering Respect

We value and appreciate each other



Qualifications and Experience

Requirements include any combination of education and experience equivalent to a master's degree in public or business administration, finance, or a related field and a minimum of seven (7) years' experience in state or local government finance or accounting, including at least five(5) years of senior management level responsibilities. Prior experience working for a Virginia local government is highly recommended for this position. Certifications may include a CPA or a Certified Public Finance Officer "CPFO" certification from Government Finance Officers Association (GFOA).

Compensation and Benefits

The salary range for this position is \$130,000- \$170,000 and is negotiable based on the candidate's qualifications and experience. Benefits include, but are not limited to, participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses.

Application and Selection Process

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://governmentjobs.com/careers/bakertilly>

This position is open until filled. We will evaluate all applications against the criteria established by Stafford County and outlined in this brochure. For more information, please contact Anne Lewis at anne.lewis@bakertilly.com or 703-923-8214.

Stafford County, Virginia is an Equal Opportunity Employer.



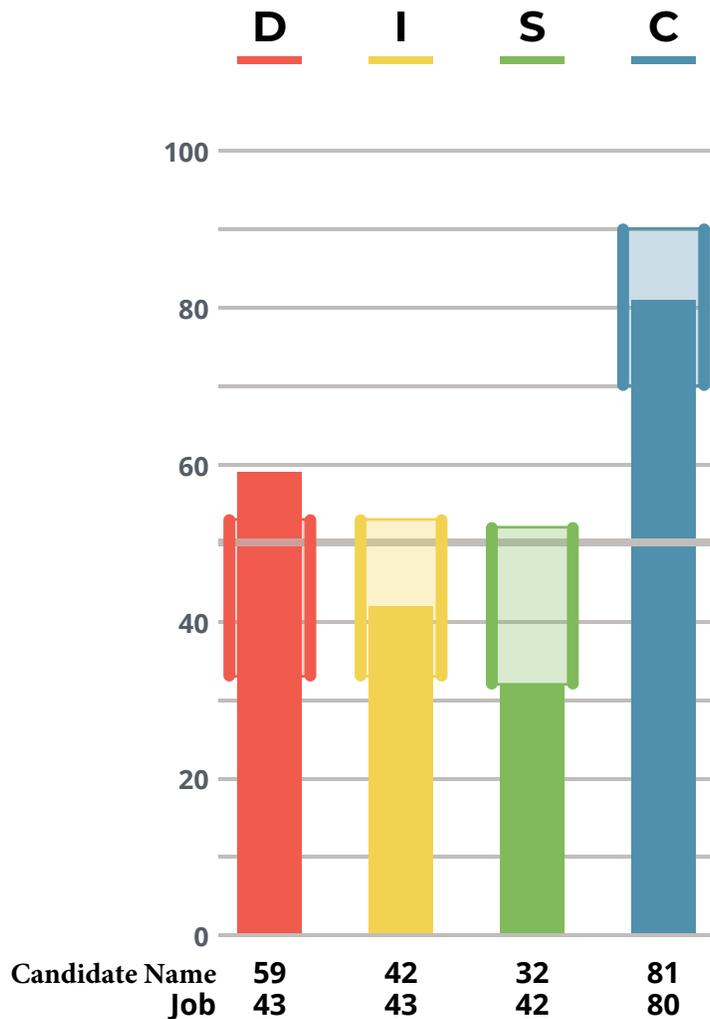
Appendix C: Sample TTI report

Workplace Behaviors®



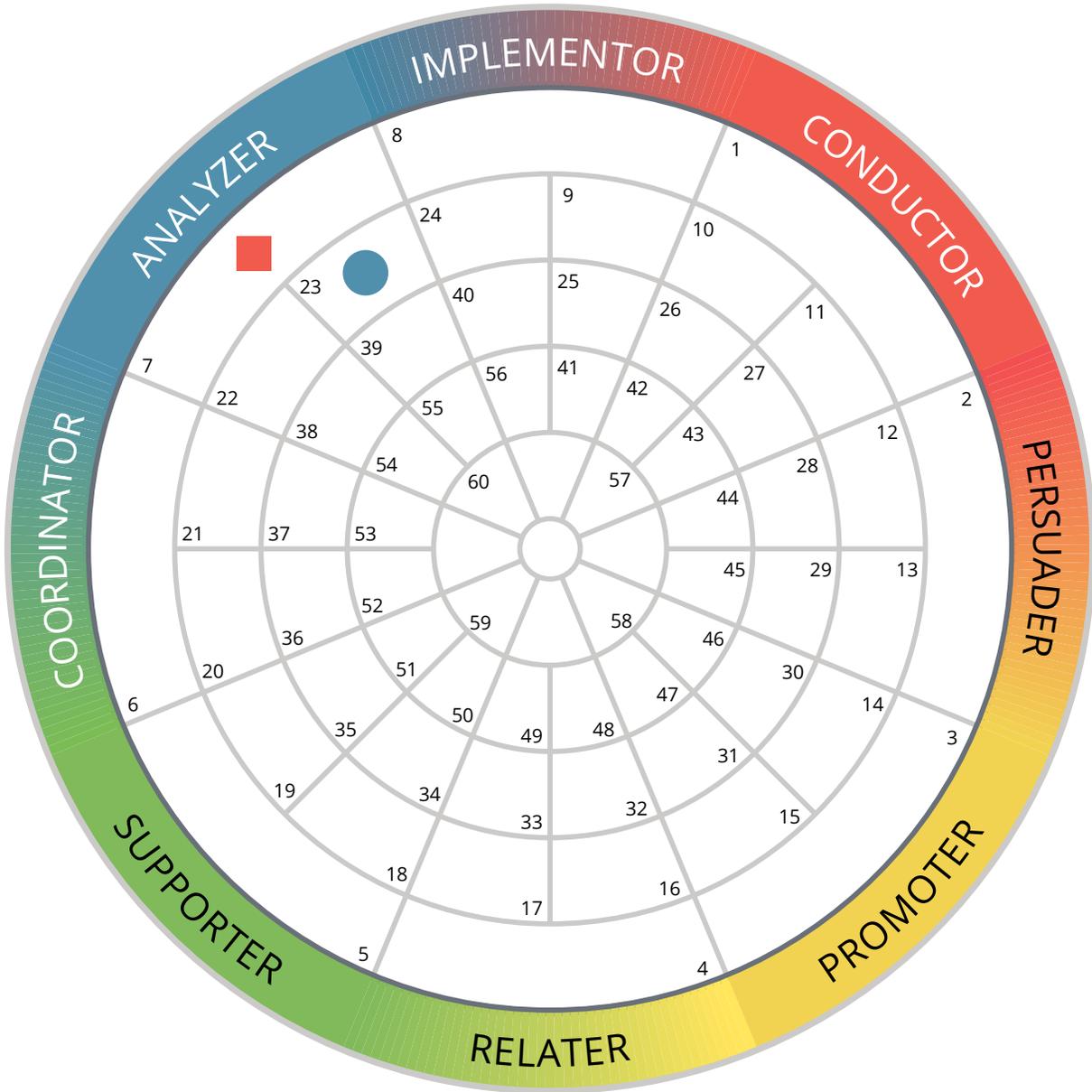
Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



 Job Range (20 point range)

The Success Insights® Wheel



- Job - (7) ANALYZER
- Candidate Name - (23) IMPLEMENTING ANALYZER

Comparison Analysis

For Consulting And Coaching



Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62 
2. Self Starting	87 — 100	61 
3. Decision Making	94 — 100	88 
4. Personal Accountability	85 — 100	58 
5. Diplomacy	72 — 100	66 
6. Teamwork	74 — 100	67 
7. Project Management	82 — 100	69 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46 
2. Harmonious	36 — 58	24 
3. Altruistic	35 — 59	21 
4. Structured	36 — 58	46 

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85 
2. Analysis	54 — 80	80 
3. Persistence	62 — 80	65 
4. Following Policy	61 — 80	70 

 Exact match
  Fair compatibility
  Good compatibility
  Poor compatibility
  Over-focused

Appendix D: Engagement team member resumes

MANAGING DIRECTOR

Anne Lewis

Anne Lewis leads Baker Tilly's public sector executive recruitment team and brings nearly 20 years of local management experience.



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Education

Bachelor of Science, business administration and management
Shenandoah University
(Winchester, Virginia)

Master of Science, organizational leadership and public administration
Shenandoah University
(Winchester, Virginia)

Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Taskforce on recruitment guidelines handbook
 - Taskforce on women in the profession
 - Taskforce on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of the executive board
- Virginia Women Leading Government
- National Public Employer Labor Relations Association (NPELRA)

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

DIRECTOR

Patricia Heminover

Patty Heminover is a director with Baker Tilly's public sector advisory practice.



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Education

Master of Education in
administration
Bachelor of Science in consumer
science, business administration
Minnesota State University –
Mankato

Mini MBA program in human
resources management
University of Saint Thomas

Patty has more than 20 years of experience in local government. Prior to joining Baker Tilly in 2010, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

DIRECTOR

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion for improving local government and creating great communities for over 30 years.



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Education

Bachelor of Arts in political science
and public administration
William Jewell College
(Liberty, Missouri)

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- More than 18 years of experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

DIRECTOR

Yolanda Howze, M.P.A., IPMA-SCP, SPHR, SHRM-SCP

Yolanda Howze, a director with Baker Tilly, brings more than 25 years of public sector experience including 20 years as a multifaceted and competent human resources leader.



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Education

Dual Bachelor of Arts in
psychology and organizational
leadership
Maryville University
(St. Louis, Missouri)

Master of Arts in public
administration and policy analysis
Southern Illinois University
Edwardsville (SIUE)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience, primarily in municipal government.

Having worked in the public sector for more than 25 years, Yolanda is passionate about her craft and being of service to others, which, in addition to her employment experience, she has demonstrated through professional conference presentations/speaking events and serving on local and regional boards and committees including IPMA-HR, as well as other community involvement.

Specific experience

- Human capital professional and administrator executive
- Executive recruitment, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management

Industry involvement

- International Public Management Association - Human Resources (IPMA-HR)
- Society for Human Resource Management (SHRM)
- Texas Municipal Human Resources Association (TMHRA)
- IPMA-HR Texas Chapter, (former) Conference Program Committee
- IPMA-HR Central Region, (former) vice president ('10)
- IPMA-HR Central Region, (former) Secretary - treasurer ('09-'10)
- IPMA-HR Greater St. Louis Chapter, (former) president

Continuing professional education

- International Public Management Association-Human Resources (IPMA-HR)
- IPMA-HR Greater St. Louis Chapter
- Human Resources Certification Institute (HRCI)
- Society for Human Resources (SHRM)

MANAGING DIRECTOR

Carol Jacobs, ICMA-CM

Carol Jacobs is a managing director with Baker Tilly's public sector advisory practice.



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Education

Master of Public Administration
with an emphasis in finance
Bachelor of Arts in
communications
California State University,
Fullerton

Carol has held a wide range of roles across local government and consulting, including multiple stints as a city manager and working directly with local governments as a consultant performing financial analyses, management and organizational reviews.

Her consulting experience includes managing a financial solutions practice area that served local governments, with responsibility for managing client needs, preparing financial studies, and conducting management and organizational reviews.

Carol's skills and expertise include leadership, strategic planning, fiscal management, public works, economic and community development, customer service and community engagement with an emphasis on problem-solving.

Industry involvement

- International City/County Managers Association, credential manager (retired)
- California City Manager Foundation
- Women Leading Government

DIRECTOR

Edward G. Williams, Ph.D.

Edward Williams brings character, competence and expertise to every project.



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Education

Bachelor of Arts, Education
University of Missouri
(Kansas City, Missouri)

Master of Higher Education
Administration
University of Missouri
(Kansas City, Missouri)

Ph.D., Educational Leadership
and Policy Analysis
University of Missouri
(Kansas City, Missouri)

Languages

English
Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and local government, community and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

SENIOR RECRUITMENT ANALYST

Karen Edwards, SHRM-CP

Karen Edwards, a senior recruitment analyst with Baker Tilly, has been with the firm since 2021.



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Education

Bachelor of Science in business
administration - human resource
management
Western Governors University

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements.

Specific experience

- More than 30 years of experience in human resources, administrative positions and customer service
- Proficient in analyzing data, creating and implementing standard operating procedures and preparing presentations and reports
- Adept at identifying inefficiencies to enhance organizational performance and streamlining office operations
- History of success adapting in dynamic environments to effectively manage multiple projects simultaneously

Continuing professional education

- Society for Human Resources (SHRM) certified professional

MANAGER

Michelle Lopez

Michelle Lopez, a manager at Baker Tilly, has been with the firm since 2017.



Baker Tilly US, LLP

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Suite 3025
St. Paul, MN 55101
United States

T: +1 (651) 223 3061
michelle.lopez@bakertilly.com

bakertilly.com

Education

Associate in Arts, liberal arts
Minneapolis Community College
(Minneapolis, Minnesota)

Bachelor of Science, project
management (in progress)
Colorado State University – Global
Campus

Michelle assists in the organizational management of the executive recruitment process. Her primary focus is to ensure that the recruitment process runs smoothly from start to finish by collaborating closely with internal team members, clients and candidates. Michelle is responsible for coordinating the recruitment process workflow, establishing timelines and monitoring progress. She is also responsible for managing communication channels, ensuring that everyone involved is informed of critical developments and updates.

Specific experience

- More than ten years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Diane Segulia

Diane Segulia, a recruitment analyst at Baker Tilly, has been with the firm since 2015.



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United States

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diane.segulia@bakertilly.com

bakertilly.com

Education

University of Minnesota – partial credits (Minneapolis, Minnesota)

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources and collaborating with candidates and clients through all phases of an executive recruitment.

Specific experience

- More than ten years of administrative support experience in public sector and private sector organizations
- Compiling and organizing candidate materials
- Coordinating with candidates throughout the recruitment process
- Conducting reference checks for potential candidates
- Coordinating and scheduling interviews
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Carrie Thompson

Carrie Thompson, a recruitment analyst with Baker Tilly, has been with the firm since 2021.



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Tysons, VA 22182
United States

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carrie.thompson@bakertilly.com

bakertilly.com

Education

Bachelor of Arts in communication
with a concentration in media
production and criticism
George Mason University

Carrie facilitates smooth sailing during the recruitment process. She runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success.

Specific experience

- More than 15 years of customer service experience for multiple industries
- More than four years of experience in recruiting coordination, including interview scheduling and candidate communication
- Expertise in marketing and position advertising via LinkedIn
- Reference and extensive background checks for potential candidates

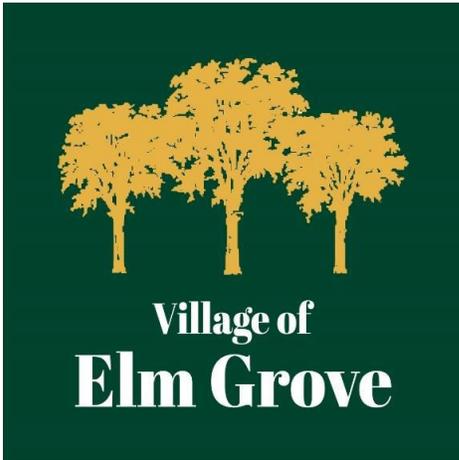
Community involvement

- Mission trip volunteer with Herndon United Methodist Church

Proposal For Professional Consulting Services

FINANCE DIRECTOR RECRUITMENT SERVICES

Prepared for The



WAUKESHA COUNTY, WISCONSIN

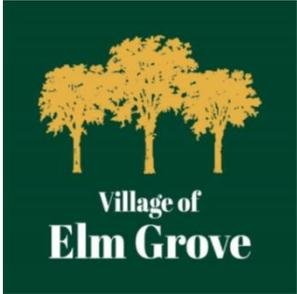
March 7, 2024

Prepared By
Lori Gosz, Senior Public Management Specialist
Jeffrey R. Roemer, Public Safety Manager



Finance Director Recruitment Services

Prepared for The Village of



WAUKESHA COUNTY, WISCONSIN

Prepared By
McMahon Associates, Inc. | NEENAH, WISCONSIN
March 7, 2024

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- General Terms and Conditions
 - Fee Schedule
 - Reimbursable Expenses
 - Position Announcement - Example
 - Job Posting - Example



March 7, 2024

Village of Elm Grove
Attn: Thomas Harrigan, Village Manager
13600 Juneau Blvd
Elm Grove, WI 53122

Dear Mr. Harrigan,

We are pleased to submit a proposal for Executive Selection for the Village of Elm Grove. Our teams' passion for Public Safety and Municipal Management provides the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMahon) team of consultants will not only meet your expectations, but also has extensive Executive Selection experience.

McMahon's Public Safety and Municipal Management Division is a national and international consulting group whose focus is on public sector consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Village Administration.

Our extensive operational and strategic experience in the public administration area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-875-0501 or by email at lgosz@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Lori M. Gosz".

Lori M. Gosz
Public Management Specialist

A handwritten signature in black ink, appearing to read "Jeffrey R. Roemer".

Jeffrey R. Roemer
Public Safety Manager

Qualifications

McMahon provides public management consulting that provides professional, high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Our approach to this project requires a clear understanding of the current Village of Elm Grove organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved and the goals and objectives.
- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input

To complete a comprehensive Executive Selection Process and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the Village of Elm Grove. Accordingly, our approach includes regular meetings with Administration, along with associated agencies that would have valuable information to communicate to the Village.

Practical Recommendations

Our goal is to provide you with recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of the Village of Elm Grove during this transition. These recommendations need to be based on industry standards and legal considerations.

Project Management

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with Village Administration.

Preliminary Planning and Development of Candidate Profile

- Meet with the Village Manager to discuss our recruitment approach, strategy, and methodology. During this meeting we will also discuss salary, benefits, and other terms of employment so that we can be clear to potential candidates regarding the expectations of the Village Manager.
- Interview the members of the Village Board, Department Heads and other appropriate officials and staff for input on needed Finance Director qualifications.
- Provide a questionnaire to be completed by elected officials, staff members, and other potential stakeholders asking for their ranking of key management characteristics that will be used to develop the core position profile.
- Document and develop Village's expectations for the position and characteristics deemed desirable in the candidate that will be necessary to continue to provide excellence in municipal services.
- Develop a candidate profile for the Finance Director position and a community profile to attract top quality applicants.

Advertising/Candidate Search

- Develop the Finance Director position advertisement based on the Village's candidate profile.
- Recommend effective publications and announcement networks, avoiding those we have found costly and ineffective.
- Place advertisements to obtain national exposure for the position.
- Pursue potential candidates through firm resources and networks (i.e., websites inside and outside of Wisconsin, state, regional and national contacts we have developed over the years).

Resume Review

- Serve as the point of contact between candidates and the Village Manager, answering candidate's questions and providing additional information to candidates.
- Review all resumes and match qualifications as indicated on resumes to the candidate profile and position requirements.
- Summarize applicant information in an easy-to-read format for the Village Manager or Search Committee to review.

Pre-Qualify Candidates

- Facilitate a meeting with the Village Manager or Search Committee to review and narrow the list of applicants to ten (10) maximum for personal contact (first cut).
- McMahon will conduct telephone/virtual interviews with the first cut applicants.
- Based on the telephone/virtual interviews, we will develop a summary of first cut applicants for the Village Manager or Search Committee review.
- We will facilitate a meeting with the Village Manager or Search Committee to narrow the list of applicants to the top three to five (3 to 5) candidates (second cut) for further consideration.

Personal Interviews

- We will provide the Village Manager or Search Committee with a list of appropriate interview questions and conduct a brief interview training session to discuss those questions they can and cannot ask by law, to avoid any legal entanglements.
- Schedule interviews with candidates.
- Facilitate candidate interviews and make all necessary interview arrangements.
- Review interview results with the Village Manager or Search Committee after the interviews are completed.
- Offer our professional observations and assist the Village Manager in reaching a consensus on a finalist through a facilitated meeting process which is designed to identify the strengths, weaknesses, and cultural fit of the finalists.

Pre-Employment Checks of Finalist

- Verify past employment history.
- Obtain three to five (3 – 5) professional references of finalist (our vast network of contacts in the municipal management profession frequently allows us to obtain references beyond that which is provided by the applicant).
- Verify academic credentials of finalist.
- Conduct a criminal, internet, and financial background check of the finalist.

Employment Contract Negotiations

- Obtain authority from the Village Manager on the acceptable range of salary, benefits, and other conditions of employment to offer to the finalist.
- Negotiate the employment agreement within the parameters established by the Village Manager.
- Draft the formal employment agreement for consideration by the Village Manager and applicant.

Employment Transition

- We will meet with the Village Manager to discuss immediate and on-going issues in which the Village is involved.
- We will work with the Finance Director finalist to ensure that he/she understands these issues and has a prioritized list that must be addressed to have a smooth transition.

Project Fee / Schedule

Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Executive Search Services as follows:

Executive Search Services: \$18,000

The breakdown of McMahon hours for the various recruitment activities is based on estimates of what we know about the engagement at this time. Hours are flexible should circumstances require. The number of candidates in the pool will also have an impact on the consultant hours allocated for the project.

- Meetings to flush out desired candidate qualifications and management qualities, conduct survey with Village stakeholders, prepare Candidate and Community Profile.
- Develop advertisement, advertising plan and place advertisements.
- Candidate Outreach – in state. Includes developing written correspondence and phone calls to potential candidates.
- Applicant screening – review all resumes, contact candidates for clarification of information provided, check candidate resumes against desired qualifications and prepare candidate summary report to Search Committee.
- Phone/Skype and on-site interviews, both 1st and 2nd rounds, includes question development, Search Committee interview training, question/exercise preparation for each round, participation in the interviews and community meet and greet.
- Prepare and negotiate Conditional Offer of Employment, Employment Agreement preparation, attend Board meeting.

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated November 10, 2023.

Invoices will be sent over a four-month period.

Project Schedule

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience in projects like that requested, an executive recruitment of this nature typically will take three to four (3 – 4) months to complete, plus any additional transition time needed for an individual to move to the area and begin employment.

Weeks	1-4	5-8	9-12	13-16
Preliminary Planning/Development of Candidate Profile	\$2,400 - \$3,000			
Advertising/Candidate Search		\$1,300 - \$1,500		
Resume Review		\$650 - \$750	\$650 - \$750	
Pre-Qualifying Candidates			\$2,400 - \$3,000	
Personal Interviews			\$1,300 - \$1,500	\$1,300 - \$1,500
Pre-Employment Checks of Finalists				\$2,400 - \$3,000
Employment Contract Negotiations				\$1,300 - \$1,500
Employment Transition				\$1,300 - \$1,500

Project Team / Resumes

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

Lori M. Gosz – Public Management Specialist

Lori will function as Project Manager and is a self-motivated, results driven professional with over 25 years of municipal management experience in Northeast Wisconsin. A people, process and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.

Paul M. Boening – Public Management Specialist

Paul will assist the Project Team and is a local government official with over two decades of municipal experience. He is skilled at utilizing a team approach to work with elected officials, residents, business representatives and colleagues. Paul possesses comprehensive knowledge of public administration theory. He is adept at interdepartmental coordination and communication and has experience managing various projects. Paul is currently the Village Manager in Whitefish Bay, Wisconsin.

Kelley A. Woldanski – Public Management Specialist

Kelley has been in the municipal arena for over 20 years and has dabbled a bit in many areas including parks & recreation, building inspection, planning and most recently human resources. She is an avid learner and likes to help others with whatever she can. She is passionate about employee engagement and work culture. Kelley has been working for the City of Pewaukee since 2001 and is currently their Director of People & Culture.

Ed M. Henschel – Public Management Specialist

Ed will assist the Project Team and has been a Public Management Specialist with 40 years of municipal management experience. Prior to joining McMahon, he served as a City Manager for 30+ years, serving municipalities in Wisconsin and Michigan. He was the Executive Director of the Wisconsin City/County Management Association for 10 years. He also has 18 years of municipal consulting experience conducting municipal recruitments, consolidation studies, department operation reviews, and labor negotiations. As a consultant, he has specialized in shared service and consolidation studies as well as management reviews for a wide range of municipal departments.

Project Team / Resumes

Kevin K. Kloehn – Public Safety Specialist

Kevin has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. He recently retired as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department for 8 years in which he consolidated two (2) Fire Departments within a Community. Kevin has experience on two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

Jeffrey R. Roemer – Public Safety Manager

Jeff manages the PS&MM Division and will be a major resource for the entire project. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management division for McMahan. Jeff is a certified public manager and has been providing full-time public safety management consulting for the last 21 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

CITY OF WEYAUWEGA
Executive Selection and Management Counsel
Rich Luedke, Mayor
rluedke@cityofweyauwega-wi.gov
920-284-0110

TOWN OF BUCHANAN
Executive Selection and Management Counsel
Karen Lawrence, Supervisor 1
Supervisor1@townofbuchanan.wi.gov
920-734-8599

VILLAGE OF UNION GROVE
Executive Selection
Steve Wicklund, Village President
swicklund@uniongrove.net
262-878-1818

CITY OF WAUPACA
Execute Selection and Management Counsel
Aaron Jenson, City Administrator
ajenson@cityofwaupaca.org
715-258-4411

VILLAGE OF KIMBERLY
Executive Selection
Chuck Kuen, Village President
ckuen@valleymanagment.com
920-716-4502

CITY OF WISCONSIN DELLS
Executive Selection and Police Management Counsel
Karen Terry, Administrator
kterry@dellscitygov.com
608-254-2012 X403

CITY OF WAUTOMA

Police Chief Selection

Tommy Bohler, Administrator

tommybohler@cityofwautoma.com

920-787-4044

CITY OF CHILTON, WISCONSIN

Executive Recruitment and Interim Services

Tom Reinl, Mayor

chiltonmayor@chiltonwi.com

920- 849-2451

CITY OF RHINELANDER, WISCONSIN

Executive Selection

Kristopher Hanus, Mayor

khanus@rhinelanderwi.us

715- 365-8600

1. STANDARD OF CARE

- 1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

- 2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

- 3.1 Limits: McMahon will maintain insurance coverage in the following amounts:
 Worker's Compensation Statutory
 General Liability
 Bodily Injury - Per Incident/Annual Aggregate \$1,000,000 / \$2,000,000
 Automobile Liability
 Bodily Injury \$1,000,000
 Property Damage \$1,000,000
 Professional Liability Coverage \$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 Additional Insureds: To the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

- 4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahan. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahan and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahan may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahan.
- 5.3 Suspension for Non-Payment: McMahan may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahan and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahan grants to the Client a nonexclusive license to use McMahan's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahan from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahan, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahan shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahan.

8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahan is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahan's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahan shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahan shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahan's services in connection with the project shall not subject McMahan's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahan, a Wisconsin corporation, and not against any of McMahan's employees, officers, or directors.
- 8.7 Contingency: McMahan's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahan agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahan will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahan shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$205.00
Senior Project Manager	\$205.00
Project Manager	\$145.00 - \$195.00
Senior Engineer	\$185.00 - \$195.00
Engineer	\$105.00 - \$175.00
Senior Engineering Technician	\$135.00 - \$145.00
Engineering Technician	\$75.00 - \$125.00
Senior Architect	\$170.00 - \$190.00
Architect	\$145.00 - \$165.00
Senior Designer	\$120.00 - \$140.00
Designer	\$90.00 - \$110.00
Senior Land Surveyor	\$130.00 - \$170.00
Land Surveyor	\$120.00
Land Surveyor Technician	\$85.00 - \$105.00
Surveyor Apprentice	\$70.00
Erosion Control Technician	\$90.00
Senior Hydrogeologist	\$205.00
Senior Ecologist	\$195.00
Environmental Scientist	\$100.00 - \$115.00
Senior G.I.S. Analyst	\$170.00
G.I.S. Analyst	\$95.00 - \$115.00
Wetland Delineator	\$115.00
Senior Public Management Specialist	\$160.00
Public Management Specialist	\$130.00
Senior Public Safety Specialist	\$160.00
Public Safety Specialist	\$130.00
Building Inspector Specialist	\$130.00
Water / Wastewater Specialist	\$105.00 - \$135.00
Senior On-Site Project Representative	\$120.00
On-Site Project Representative	\$60.00 - \$105.00
K-12 Administrative Specialist	\$125.00
State Plan Reviewer	\$145.00
Certified Grant Specialist	\$145.00
Graphic Designer	\$110.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$45.00 - \$70.00
Professional Witness Services	\$370.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: McMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM



REIMBURSABLE EXPENSE SCHEDULE * | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - 5/8"	\$3.00/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$1.75/Each

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CORPORATE HEADQUARTERS

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NEENAH, WI 54956

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Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

* This schedule is not all inclusive.

City of Weyauwega Wisconsin

October 11, 2023



City Administrator



The City of Weyauwega is seeking applicants for its next City Administrator.

WHO WE ARE

The City of Weyauwega (pop. 1,882) is located in south central Waupaca County along US Highway 10 and State Highway 110. The City of Weyauwega is a quiet small-town community that offers full-services to its residents, business community, and industry. The City also operates a Water and Sanitary Sewer system and offers 24-hour police protection.

The City operates under a City Council-City Mayor form of government including six elected City Council members. There are four appointed officials including the City Administrator, Clerk, Treasurer, and Police Chief. The City has 12 full-time employees with 30-40 seasonal part-time employees, with an annual budget exceeding \$3.8 million (all funds, including TIF).

OUR HISTORY

The City of Weyauwega is located in scenic central Wisconsin on the historic Yellowstone Trail. The name Weyauwega comes from a Native American term meaning “here we rest” because it was the resting place between two rivers, the Waupaca River and the Wolf River. In the mid-nineteenth century, Henry Tourtelotte founded Weyauwega, establishing several of the first homes and buildings. Soon thereafter, the Wisconsin Central Railroad ran through the city, and a rye mill, the largest in the world at the time, was built in 1855. Weyauwega first became a village in 1856, and then became a city in 1939. Farm families and city business people have worked hand-in-hand for generations and the city grew and prospered. Today, Weyauwega is a quaint community with a small-town atmosphere. Only thirty miles from the Fox Cities, residents have access to all the amenities of a big city. Weyauwega prides itself on being a great place to live, work and relax!



OUR FUTURE

Weyauwega is a small community with a robust and diverse economy. Weyauwega is home to several large employers and offers excellent employment opportunities for area residents and services that are needed in a community. Weyauwega has a vibrant commercial business which includes professional services.

Weyauwega is home to one of the production facilities for Agropur, an international cheese and ingredients producer. Weyauwega is one of seven facilities in the United States. Weyauwega is also home to a variety of manufacturers and service-related companies.

The City has two industrial parks, Industrial Park East and Industrial Park West, and makes land available to companies seeking a new site or to expand their facilities. The industrial parks are fully served with utilities and streets and is home to several local companies. The City also has numerous opportunities in the downtown area for retail and service business growth and entrepreneurial success. The City is very committed to revitalizing our community!

OUR MISSION STATEMENT

The City of Weyauwega will continue to embrace its great heritage and history while actively researching, attracting, and implementing new opportunities and business for residents and guests to improve their quality of life through cost effective quality public services, great community events and recreational activities appropriate for all ages and cultures.

THE POSITION

The position of City Administrator is a managerial position that involves planning, developing, operating, and maintaining the municipal government of the City. The City Administrator is under the supervision of the Weyauwega Common Council. He/she will carry out such projects as the Mayor or the City Council may designate; is responsible for the direction and coordination of city operations in accordance and consistent with all policies established by the City Council, and ensures that all city ordinances, resolutions, City Council motions and State Statutes are enforced. He/she acts as purchasing agent, personnel officer, Public Information Officer, Zoning Administrator, City Planner and Economic Development Coordinator. He/she serves as City liaison with consultants that are retained by the City Council, meets with developers, sub-dividers, builders, contractors and their engineers and agents, and coordinates with the City's consultants and auditors, accountants, and the general public. He/she investigates, prepares, and expedites applications for state and federal grants, prepares and submits to the City Council an annual budget for the anticipated expenditures and income for the ensuing fiscal year, supervises and controls the expenditures of money, and administers such budget as adopted by the Common Council. He/she researches various methods and makes recommendations for policies and procedures that promote the efficiency and effectiveness of City services. He/she attends all official meetings of the City and its committees.

MANAGEMENT STYLE & ATTRIBUTES

The ideal candidate will be a leader of high integrity, with a record of strong budgeting and organizational skills, be innovative in problem solving and decision-making, have a positive personality with listening and reasoning skills, have strong verbal and written communication skills, and the ability to reason with and promote positive and productive relationships with staff, elected officials, and community members.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Finance, Accounting or related field and three (3) to five (5) years of municipal management. Thorough knowledge of Wisconsin municipal operations including zoning, planning, budgeting, tax collections, economic development, and financial management. Knowledge of state and federal mandates, policies, procedures, and programs. Knowledge of human resource management including federal and state guidelines and requirements. Working knowledge of ADA, FMLA (Federal and State), Workers Compensation Laws, Unemployment Compensation and the benefits offered under the State of Wisconsin Employee Trust Fund. Ability to communicate effectively, both orally and in writing. Ability to deal diplomatically with staff and the general public and apply policies and ordinances fairly and uniformly to specific situations.

COMPENSATION AND BENEFITS

This position is posted with a salary range of \$75,000 – 105,000 with a full benefits package. Starting salary will be DOQ.

APPLICATION PROCESS

Interested professionals should submit application material to khackbarth@mcmgrp.com at McMahon Associates, Inc.

During the online application process, interested professionals should submit the following:

- ✓ [City of Weyauwega Employment Application](#)
- ✓ Cover Letter
- ✓ Resume'
- ✓ Five Work Related References
- ✓ Wage Earning History

Complete applications will be accepted until filled with a first review taking place on or around **Friday, November 17, 2023**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at lgosz@mcmgrp.com.

Additional information about the City of Weyauwega can be found on the City website:

cityofweyauwega-wi.gov

The City of Weyauwega is an equal opportunity employer

MORE ABOUT THE COMMUNITY OF WEYAUWEGA...

EDUCATION

Weyauwega is served by the Weyauwega Fremont School District. The Weyauwega-Fremont School District serves students from Waupaca, Waushara, and Winnebago Counties with an enrollment of about 871 students in grades 4K - 12. The District includes two elementary schools, a middle school and a high school. One elementary building is located in the City of Fremont, while the high school, middle school and other elementary school are combined in a complex in the City of Weyauwega.

The Weyauwega-Fremont School District includes the City of Weyauwega, the City of Fremont, and the towns of Weyauwega and Fremont, and portions of the towns of Bloomfield, Lind, Mukwa, Royalton, Saxeville, and Wolf River. There are two public libraries within our district: Weyauwega Public Library and Neushafer Public Library in Fremont.



RECREATION

The City of Weyauwega has a total of four park and recreation areas within its community. Most notable is a 12-acre community park, which contains an outdoor swimming pool.



The City is also home to the Waupaca County Fairgrounds. The fairgrounds are used throughout the year for a variety of events and is home to the Waupaca County Fair in August.

Lake Weyauwega, located on the northeast side of the City, offers a wide range of seasonal activities. The lake is part of the Waupaca County recreational system that has over 240 lakes, 79 rivers and 35 trout streams. Southeast of the City is Gills Landing, a Waupaca County Park which is located along the Wolf River. The park features three concrete boat launches, two accessible docks and shoreline fishing areas, picnic benches, small shelter, rest rooms, and a large parking area. A scenic, 9-hole golf course is located just southwest of the City.

PUBLIC SAFETY

The Police Department has 24-hour service to protect and serves the community with six full-time and two-four part-time officers. The City of Weyauwega is served by the Weyauwega Area Fire District, which also covers the nearby towns of Weyauwega, southern three fourths of the Town of Royalton and the eastern half of the Town of Lind. Ambulance service is provided by Gold Cross.



PUBLIC WORKS

The Public Works area includes a Street Department and Water and Sewer Utilities and is served by four full-time employees. The City utilizes three wells to produce and treat ground water for residential, commercial, and industrial use. Wastewater is collected and treated by the City's treatment plant.

LIBRARY

The City has a full-service public library located at 301 S. Mill Street. The library is a member of the Outagamie Waupaca Library System that offers patrons access to materials from other libraries in the region and state. The library has books, research materials, periodicals, computers and more available to the public. The library also offers wireless internet, public internet access, and children's programming.



CITY OF WEYAUWEGA, WISCONSIN

City Administrator Position Opening

The City of Weyauwega is seeking applicants for its next City Administrator.

Who We Are

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The Position

The position of City Administrator is a managerial position that involves planning, developing, operating, and maintaining the municipal government of the City. The City Administrator is under the supervision of the Weyauwega Common Council. The City Administrator acts as purchasing agent, personnel officer, Public Information Officer, Zoning Administrator, City Planner and Economic Development Coordinator. The ideal candidate will be a leader of high integrity, with a record of strong budgeting and organizational skills, be innovative in problem solving and decision-making, have a positive personality with listening and reasoning skills, have strong verbal and written communication skills, and the ability to reason with and promote positive and productive relationships with staff, elected officials, and community members.

Education and Experience

Bachelor's Degree in Public Administration, Finance, Accounting, or related field and three (3) to five (5) years of municipal management. Thorough knowledge of Wisconsin municipal operations including zoning, planning, budgeting, tax collections, economic development, and financial management. Knowledge of state and federal mandates, policies, procedures, and programs.

Knowledge of human resource management including federal and state guidelines and requirements. Working knowledge of ADA, FMLA (Federal and State), Workers Compensation Laws, Unemployment Compensation and the benefits offered under the State of Wisconsin Employee Trust Fund. Ability to communicate effectively, both orally and in writing. Ability to deal diplomatically with staff and the general public and apply policies and ordinances fairly and uniformly to specific situations.

Compensation and Benefits

This position is posted with a starting salary range of \$75,000 – 105,000 with a full benefits package. Starting salary will be DOQ.

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- ✓ Wage Earning History

Complete applications will be accepted until filled with a first review taking place on or around **Friday, November 17, 2023**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at lgosz@mcmgrp.com.

For detailed information about the City of Weyauwega and the City Administration position can be found at <https://mcmgrp.com/what-we-do/public-safety-municipal-management/>.

To learn more about **McMahon Public Safety and Municipal Management** services or other Municipal Positions available, [visit our website](#).



Proposal

MARCH 13, 2024

RFP



Finance Director Recruitment Services

Village of Elm Grove,
Wisconsin

Submitted by:

MICHELE MORAWSKI
ASSISTANT DIRECTOR, CLIENT SERVICES
630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062
224.415.3791
mmorawski@govhrusa.com

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Cover Letter



March 13, 2024

Thomas Harrigan, Village Manager
Village of Elm Grove
13600 Juneau Blvd
Elm Grove, WI 53122

RE: PROPOSAL FOR FINANCE DIRECTOR RECRUITMENT SERVICES

Dear Mr. Harrigan:

Thank you for the opportunity to provide you with a proposal for the Finance Director’s recruitment and selection process for the Village of Elm Grove (“Village”). Our proposal provides the Village with firm qualifications, key experience, a detailed work plan and timeline, and associated fees for providing services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection and can adapt to your specific requirements for the position.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record supporting state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by *advancing and lifting up the communities we serve*.

Our consultants have worked in all areas of local government leadership, including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Assistant Director, Client Services 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 224.415.3791 mmorawski@govhrusa.com

Thank you for the opportunity to submit a proposal to the Village of Elm Grove. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@govhrusa.com**.

Regards,

Patrick J. Dyer, Vice President, *Authorized to bind the firm*





Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public-sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have had prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.



MGT FIRM AT A GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 600+ consultants across the country

Structure: Privately held and client-driven

Cooperative Contracts:

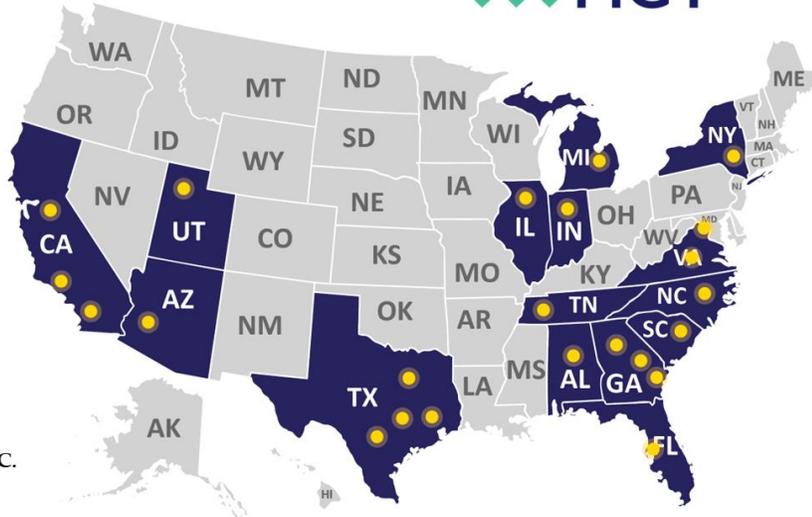
Allied States Cooperative (ASC) #23-7449
The Interlocal Purchasing System (TIPS) #220601

Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction toward their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 600 professionals and administrative staff** to support our clients' success. MGT's corporate office is in Tampa, Florida, with additional offices nationwide, as shown below.

NATIONAL FIRM LOCAL FOCUS

- Alabama**
Birmingham
- Arizona**
Phoenix
- California**
Sacramento
Riverside
Carlsbad
- Florida**
Tampa HQ
- Georgia**
Savannah
Atlanta
Alpharetta
- Illinois**
Chicago Metro
- Indiana**
Gary
- Michigan**
Bay City
- New York**
NYC
- North Carolina**
Raleigh
- South Carolina**
Columbia
- Tennessee**
Nashville
- Texas**
Dallas
Austin
San Antonio
Houston
- Utah**
Salt Lake City
- Virginia**
Richmond
- Washington, D.C.**



Social Impact Solutions

The MGT Social Impact Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Social Impact Solutions Team.

GovHR USA

GovHR was initially formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities nationwide. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations that work with local government. GovHR's GovTempsUSA division also provides interim staffing solutions to keep operations moving during recruitment.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

Hvoorhees@GovHRusa.com [mailto:](#)

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including 10 years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager with expertise in public-sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meetings to Council-Manager. She has supervised all municipal and county departments, from Public Safety and Public Works to Mental Health and Social Services.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company’s strong social conscience and service ethic, which form the core of the MGT “Why.” MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

*Impacting
Communities.
For Good.*



Defined by Our Impact

We understand the Village of Elm Grove's goals and how this search process will ensure a diverse pool of highly qualified candidates.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

Part of our success is based on our **promise to be flexible and responsive.** We are acutely aware of the political, economic, social, and technological factors that impact today’s public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Social Impact Solutions Group responsible for leading the completion of this project.**

A **successful recruitment** will have a positive impact on the Village in the following ways:

- ◆ **Financial Stability and Growth:** Ensuring the Village operates within budget and has the necessary resources to support its residents and infrastructure, resulting in financial stability and growth.
- ◆ **Strategic Planning and Development:** Providing valuable insights and analysis to support the Village Board's strategic planning and development goals, leading to more informed decision-making and successful outcomes.
- ◆ **Enhanced Community Trust:** Fostering transparency and accountability in financial matters can strengthen trust and confidence within the community.
- ◆ **Improved Efficiency and Effectiveness:** Streamlining financial operations, optimizing resource allocation, and contributing to the overall efficiency and effectiveness of the Village government, resulting in better services and outcomes for residents.

We are confident that we can identify a highly qualified Finance Director who will significantly contribute to the Village of Elm Grove's financial well-being and vibrant community spirit.

Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states and communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Village. We will provide important information to potential candidates by developing a high-quality, thorough Recruitment Brochure reflecting our knowledge about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on various approaches for meeting your recruiting needs, including evaluating internal candidates, identifying non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the best candidate for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several recruitment services options that meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.”

I would highly recommend MGT and hope to do business with them again for our next study.”



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Village's staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Lee Szymborski. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A**.

Project Manager & Main Point of Contact



LEE SZYMBORSKI

Senior Vice President
847-380-3240

lsymborski@govhrusa.com

Since joining GovHR in 2014, Mr. Szymborski has conducted more than 120 successful executive recruitments, including several Finance Directors. He is currently working on recruitments for the Deputy Finance Director of Wheeling, IL; the Public Works Director of Cooper City, FL; the Community Development Director for Oak Creek, WI; and the City Administrator of Ozark, MO. His complete client list is available on GovHR's website at www.govhrusa.com. Mr. Szymborski has the time necessary to devote to the search process for the Village of Elm Grove's Finance Director. He will be assisted by a Recruitment Coordinator and a Reference Specialist.

Proposal Inquiries



MICHELE MORAWSKI

Assistant Director
Client Services
224.415.3791

MMorawski@GovHRusa.com



Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

Finding the right person to fill the role of Finance Director can make all the difference for the Village of Elm Grove. This key position will oversee the Village's financial well-being, including budgeting, investment management, and strategic financial guidance. Identifying someone who can confidently lead and ensure the Village's continued success is essential. We will:

- ◆ Develop a comprehensive candidate profile with prioritized qualities and experience needed for the Finance Director position.
- ◆ Design targeted recruitment materials to attract highly qualified candidates through various channels.
- ◆ Establish a transparent and efficient communication process for candidates
- ◆ Review all applications against the established candidate profile and conduct initial screening interviews as needed.
- ◆ Work collaboratively with the Village Manager to select the most qualified candidates for formal interviews and develop interview strategies and questions tailored to assess each candidate's suitability.
- ◆ Conduct thorough background checks on finalists to ensure their qualifications and suitability.
- ◆ Prepare a comprehensive report to advise the Village Manager throughout the final selection process.



MGT: EXPERTS IN RECRUITING

“The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs.”

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to administer your recruitment professionally will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

MGT Client Satisfaction Components



Proposed Work Plan

PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to understand the challenges and opportunities inherent in the position fully. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one-on-one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- ◆ One-on-one or group interviews with stakeholders identified by the Village.
- ◆ Community forums (in-person or via video) can be used to gather input and feedback.
- ◆ Surveys can be used for department personnel and/or the community to gather feedback.
- ◆ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for the Village's review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We extensively use social media and traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly job listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ◆ MGT consultants will personally identify and contact potential candidates.
- ◆ Develop a database of potential candidates from across the country unique to the position and the Village, focusing on:

PROJECT APPROACH & METHODOLOGY

- Leadership and management skills.
- Size of organization.
- Experience in addressing challenges and opportunities also outlined in Phase 1.
- The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ♦ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executive's LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the Village with a list of advertising options for approval.

PHASE 3 CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- ♦ Review and evaluate candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ♦ Candidates will be narrowed down to those that meet the qualification criteria.
- ♦ Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged, and inquiries from candidates will be personally handled by MGT, ensuring the Village's process is professional and well-regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- ♦ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ♦ MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented uniformly.
- ♦ The Village will receive a log of all applicants and may review resumes if requested.
- ♦ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Village to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- ◆ Develop the first and second round interview questions for the Village’s review and comment.
- ◆ Coordinate candidate travel and accommodations.
- ◆ Provide the Village with an electronic file that includes:
 - Candidates’ credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Enhanced Verified National Criminal <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol – Office of Foreign Assets Control (OFAC) Terrorist Database Search – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) – All felonies and misdemeanors reported to the National Database | <ul style="list-style-type: none"> ✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Leans, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – Professional License Verification – Drug Screen – Employment Verification |
|--|--|

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will consist of two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of the Village’s facilities.
- ◆ Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment and provide professional background information on the successful candidate.

Project Management

MGT's project management process is based on a leadership philosophy that encourages teamwork and accountability, promotes frequent inspection and adaptation, and implements best practices that allow for high-quality deliverables. Our business approach is to ensure our work is aligned with customer needs based on a clear understanding of the target at the beginning of the project and adequate, ongoing communication. We will meet your goals.

Challenges can arise in any engagement. Our approach to mitigating issues is embedded in our work plan, which is created and thoroughly tested over many client engagements to develop a mutual understanding of processes and deliverables from the very beginning. We spend significant time during the process initiation phase designing communications strategies and appropriate employee outreach to ensure maximum buy-in to the process and results.

Firm Capacity

Our current workload is diligently managed with experienced project directors, allowing them the ability to dedicate the necessary resources to engage in this collaborative process fully. We are positioned to dedicate the necessary resources capable of dedicating the time to facilitate a collaborative process.

Having multiple simultaneous projects in different parts of the company is a frequent phenomenon and we have established effective procedures for ensuring all client engagements are successfully managed. Most notably, our procedures include:

- ◆ **Scope management.** As part of our project initiation process, we reach a shared agreement with our clients around the requirements and extent of a project. We also monitor and control our work tasks to ensure all required work is delivered on time and meets or exceeds client expectations. Our project initiation also includes communication planning and expectations, as workload management can be impacted from the client side as well.
- ◆ **Effective use of project management technology tools.** We deploy business software that allows project managers to develop and track key components of each project, such as the project schedule, resources, timelines, risks, and milestones. Alerts and other systems are programmed into the software, so if any aspects of the project need to be adjusted, project managers can quickly and easily affect those changes to ensure the project stays on track. This visibility enables us to communicate with our clients on the project's progress accurately and realistically.
- ◆ **Flexibility and ability to adjust to changing conditions.** Our project managers and personnel understand even the best-laid plans go awry due to unforeseen circumstances, and all these

individuals have the flexibility and adaptability to think through alternatives that would best meet the challenges caused by these changes. Our responses to the COVID pandemic are great examples of this, as we had to make changes to nearly every aspect of our existing work to ensure completion with minimum disruption to processes or timelines.

Project Timeline

Based on our experience conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation, as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

Commitment to Diversity, Equity, & Inclusion in Recruitment

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT’s experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas, solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector through the procurement process. Since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are uniquely positioned to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT’s GovHR also has a long-standing commitment to DEI. Since the firm’s inception, they have supported, with their time and financial resources, organizations that advance underrepresented

populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the website's homepage at GovHRusa.com.

MGT's GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country, including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

MGT/GovHR's Recommendations to **RECRUIT** and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position and being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



References

A leader in local government recruitment and selection.

More than one-third of the organizations served by MGT’s GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

SAUKVILLE, WI

DAWN WAGNER, VILLAGE ADMINISTRATOR
639 EAST GREEN BAY AVENUE, SAUKVILLE, WI 53080
DWAGNER@VILLAGE.SAUKVILLE.WI.US

MGT’s GovHR provided recruitment and selection services for the Finance Director/Treasurer position in 2023 by Consultant Lee Szymborski.



COTTAGE GROVE, WI

MATT GIESE, VILLAGE ADMINISTRATOR
221 E. COTTAGE GROVE ROAD, COTTAGE GROVE, WI 53527
608-839-4704 | MGIESE@VILLAGE.COTTAGE-GROVE.WI.US

MGT’s GovHR provided recruitment and selection services for the following positions:

- ◆ Human Resources Manager - Virtual, 2023 - Lee Szymborski
- ◆ Chief of Police, 2022 - Lee Szymborski
- ◆ Deputy Director of Public Works & Utilities - Professional Outreach, 2022 - Lee Szymborski
- ◆ Finance Director, 2022 - Lee Szymborski



WHEELING, IL

MICHAEL CROTTY, ASSISTANT VILLAGE MANAGER/DIRECTOR OF HUMAN RESOURCES
2 COMMUNITY BOULEVARD, WHEELING, IL 60090
847-459-2600 | MCROTTY@WHEELINGIL.GOV

MGT’s GovHR provided recruitment and selection services for the following positions:

- ◆ Fire Chief, 2024 - Lee Szymborski & Tim Shashkov
- ◆ Economic Development Director, 2023 - Lee Szymborski
- ◆ Director of Public Works, 2023 - Lee Szymborski
- ◆ Community Development Director, 2020 - Lee Szymborski
- ◆ Director of Economic Development, 2020 - Lee Szymborski



MCHENRY COUNTY, IL

PETER AUSTIN, COUNTY ADMINISTRATOR
2200 N. SEMINARY AVE. WOODSTOCK, IL 60098
815-334-4226 | PBAUSTIN@MCHENRYCOUNTYIL.GOV

MGT’s GovHR provided recruitment and selection services for the following positions:

- ◆ Finance Director, 2019- Lee Szymborski
- ◆ Assistant Finance Director, 2019 - Lee Szymborski



Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, the Client is only billed for the actual cost.</i>	\$2,500*
TOTAL:	\$25,500**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Village for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates
- ◆ Interview Process

Any additional consultant visits requested by the Village (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- ◆ **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ◆ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the Village will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Village.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Village or the employee's own determination, leave the employ of the Village within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Limited Scope Recruitment Scope of Services

MGT offers the option for a "Limited Scope" recruitment process designed for clients who require only partial assistance with recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- ◆ Meet with employees and other stakeholders.
- ◆ Develop a Recruitment Flyer for the position.
- ◆ Develop and place position announcements on websites and on social media outlets.
- ◆ Conduct outreach for candidates via personal and electronic contacts (up to 6 hours).
- ◆ Review all resumes.
- ◆ Conduct video interviews.
- ◆ Complete references for select candidates.
- ◆ Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Village a few days in advance of a candidate presentation meeting.

At this point in the limited-scope recruitment process, MGT involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- ◆ A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- ◆ MGT will not conduct background investigations (court, credit, motor vehicle records checks, etc.).
- ◆ MGT will not offer any guarantee regarding the selection and tenure of the candidates. MGT will bill the Village immediately after presentation of candidates and will not redo the recruitment and selection process if the Village is unsuccessful in hiring someone from the group of recommended candidates.

COST PROPOSAL

- ◆ Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Village.

Limited Scope Recruitment Price Proposal

Summary of Costs	Price
Recruitment Fee	\$20,000
Advertising <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, the Client is only billed for the actual cost.</i>	\$2,000*
TOTAL:	\$22,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Village for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates

Any additional consultant visits requested by the Village (beyond the two visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- ◆ **Final Invoice:** Completion of Recruitment (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within 30 days of receipt.



Optional Assessment Center

Qualified Assessors to Identify Your Needs.

If requested, as part of the selection process, MGT will perform an Assessment Center for candidates selected for interview. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. MGT consultants will prepare all the related documents and scoring sheets for any three of the following exercises to be completed on the day of the Assessment Center:

- ◆ In-Basket Exercise
- ◆ Written/Oral Presentation Exercise
- ◆ Leaderless Group Exercise
- ◆ Structured Interview
- ◆ Budget Analysis Exercise
- ◆ Personnel Issues Exercise
- ◆ Other exercise of the Village's choosing

Optional Assessment Center Fee: **\$8,500***

**The fee assumes the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.*

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the Village in selecting three professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The Village will be responsible for paying a \$750 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The fee does not include lodging, travel, and meal expenses for the MGT facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If the Village chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEWS OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with various leadership and personality assessment tools, depending on the qualities and experiences the Village is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the Village, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Village feels would be relevant and beneficial. This input will be obtained on a confidential basis, with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



Lee Szymborski

Senior Vice President | GovHR, within MGT's Social Impact Solutions

Lee Szymborski is a Senior Vice President with GovHR USA, working on executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.



Since joining GovHR in 2014, Mr. Szymborski has conducted more than 175 searches spanning all types of municipal positions, including City Manager, City Administrator, and department head positions for communities throughout the Midwest, South, and East Coast. He has completed more than 24 management studies and strategic plans for several Wisconsin, Illinois, and Missouri communities, professional associations, and councils of government. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin, Illinois, Minnesota, and Massachusetts communities.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. He served more than 15 years as a City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, Mr. Szymborski served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work, including the purchase of a \$14M private water utility that has seen its customer base increase under city ownership (Mequon), reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon), spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove), and re-purposing TIF funds to provide incentives that secured a \$16M mixed-use development in Mequon's Town Center. Additionally, he is skilled in budgeting, personnel administration, community engagement efforts, and strategic planning.

Mr. Szymborski's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team and managed the Village's HR efforts. During his time in Mequon, Mr. Szymborski recruited all members of the City's management team.

Professional Education

Master of Science in Urban Affairs, University of Wisconsin – Milwaukee

Bachelor of Arts in Political Science and English, University of Wisconsin – Milwaukee

Professional Development & Speaking Engagements

Speaker at state City Management Association meetings in Wisconsin, Illinois, and Missouri

Former Adjunct Instructor at Upper Iowa University - Milwaukee Center and Concordia University Wisconsin

Published articles in Public Management Magazine, Milwaukee Journal Sentinel

Professional Background

Over 33 Years of Experience in Local Government Administration.

- City Administrator, Mequon, WI, 1999-2014
- Assistant Village Manager, Buffalo Grove, IL, 1987-1999
- Milwaukee County and City of Wauwatosa, WI, 1980-1986

Memberships & Affiliations

Mequon Police Commission

Mequon-Thiensville Sunrise Rotary Club

Board of Directors for the Mequon Nature Preserve

International City/County Management Association

Wisconsin City/County Management Association

Former President of Illinois Association of Municipal Management Assistants

Former President Mequon-Thiensville Sunrise Rotary Club

Awards

Mequon – Thiensville Chamber of Commerce's Distinguished Service Award



Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the Village's recruitment request is provided below.



MGT/GovHR's Finance Recruitments Client List 2022 – Present

State	Client	Job Position	Year	Population
Connecticut	Financial Accounting Foundation	Government Accounting Standards Board – Senior Research Manager	2022	Multi
		Government Accounting Standards Board – Senior Technical Advisor		
Florida	Boca Raton	Finance Services Director (Professional Outreach)	2023	95,787
	Cooper City	Finance Director (Custom)	2023	33,972
	DeFuniak Springs	Finance Director	2023	7,000
	Pinellas County	Financial Manager – Pinellas County Utilities Department (Professional Outreach)	2023	970,600
	West Palm Beach	Assistant Chief Financial Officer	2023	117,000
Illinois	Addison Park District	Finance Manager (Virtual)	2022	Multi
	Bensenville	Finance Director	2024	20,703
	Champaign County	Budget Director	2023	206,542
	Charleston	Comptroller (Professional Outreach)	2023	20,141
	Chicago Botanic Garden	Controller	2023	8,687
	Collinsville	Finance Director	2022	25,838
	Decatur	Chief Financial Officer (Professional Outreach)	2023	76,178
	Glen Ellyn	Finance Director	2022	27,000
	La Grange	Finance Director	2023	15,610
	La Grange Park	Finance Finance/Village Treasurer	2023	13,579
	Lake Villa	Finance Director (Virtual)	2023	8,774
	McHenry County	Assistant Finance Director	2023	318,000
	Northbrook Park District	Director of Finance & Technology (Professional Outreach)	2022	37,000
	Pace Suburban Bus	Accountant I – Fixed Asset	2023	Multi
	Rock Island	Director of Finance (Professional Outreach)	2023	39,684
	Skokie	Risk Manager (Professional Outreach)	2023	67,824
	Vernon Hills	Finance Director	2022	25,911
	Villa Park	Finance Director (Virtual)	2022	22,038
	Wauconda	Finance Director (Professional Outreach)	2023	14,125
	West Chicago	Finance Director	2022	27,221
Westmont	Finance Director (Virtual)	2022	24,767	
Wheeling	Deputy Finance Director	2024	38,878	
Woodridge	Director of Finance	2023	33,256	
Iowa	Dubuque	Budget Manager	2023	59,700
		Finance Manager		
	Ottumwa	Finance Director	2022	25,350
Kansas	Lawrence	Finance Director	2023	101,211
Maryland	Westminster	Director of Finance	2022	18,522
Massachusetts	Brookline	Finance Director	2022	58,732
	New Bedford	Chief Financial Officer	2023	95,032
Treasurer Collector				
Michigan	East Lansing	Finance Director (Limited)	2022	48,500
	Royal Oak	Finance Director	2022	59,112

APPENDIX B. CLIENT LIST

State	Client	Job Position	Year	Population
	Traverse City	Finance Director/City Treasurer (Virtual)	2023	15,559
Minnesota	Savage	Finance Director (Professional Outreach)	2024	32,465
	St. Paul Park	Finance Director	2023	5,544
Missouri	Metropolitan St. Louis Sewer District	Assistant Treasurer	2023	Multi
Nebraska	Lincoln	Finance Director	2022	290,000
Pennsylvania	Centre Region Council of Governments	Finance Director (Virtual)	2023	97,000
	Delaware Valley Trusts	Chief Financial Officer	2023	Multi
	Williamsport Municipal Water Authority/Sanitary Authority	Director of Finance	2023	Multi
Virginia	Virginia Department of Taxation	Property Tax Director	2023	Multi
Washington	Chehalis	Finance Director (Professional Outreach)	2023	7,645
	Yakima	Director of Budget and Finance	2023	97,000
Wisconsin	Belleville	Finance Director (Professional Outreach)	2023	2,659
	Cottage Grove	Finance Director	2022	9,740
	La Crosse	Director of Finance	2022	52,680
	Saukville	Finance Director/Treasurer (Professional Outreach)	2023	4,448
	Sheboygan County	Finance Director	2023	118,034
	Waukesha	Finance Director	2022	71,158
	Williams Bay	Treasurer (Professional Outreach)	2023	3,001



Appendix C. Sample Work Products

MGT has provided a sample recruitment brochure and a sample recruitment report on the following pages.



CITY OF ANYTOWN, USA
CITY MANAGER



RECRUITMENT PORTFOLIO





Mr. Jacob Schmidt
City of Anytown
123 Right Way Drive
Anytown, IL 65432

Dear Mr. Schmidt,

This report contains the application materials for the five candidates selected for an interview on Wednesday, May 18th.

For use in the selection process, the enclosed materials provide each candidate's career overview and comparative data, resume, application materials, suggested interview questions, and an interview evaluation form.

Additional background work including felony court records searches and motor vehicle records searches are being conducted. We will be prepared to review this information during the interview process if necessary.

We look forward to being of continued assistance as you conclude this recruitment. Sincerely,

A handwritten signature in black ink that reads 'Heidi Voorhees'.

Heidi J. Voorhees President
GovHR USA, LLC



**City of Anytown
City Manager Candidates**

**Recommended for Interview Consideration
Presented in Alphabetical Order**

- Candidate 1 Joe W. Carter
City Administrator
City of Mary, Georgia
- Candidate 2 Sally P. Jerome
Interim City Manager
City of Maclin, Illinois
- Candidate 3 Walter L. Miller
City Administrator
City of Mytowne, Illinois



City of Anytown
City Manager Interview Schedule

Wednesday, May 18th

10:00 a.m. – 11:00 a.m.	Joe W. Carter
11:00 a.m. – 12:00 p.m.	Sally P. Jerome
12:00 a.m. – 1:00 p.m.	Lunch Break
1:00 p.m. – 2:00 p.m.	Walter L. Miller
2:15 p.m.	Deliberations

Thursday, May 19th

9:00 a.m.	Candidate A
10:00 a.m.	Candidate B

Candidate 1

Joe W. Carter

Contact Information

Address: 6444 Mary Street
Mary, Maryland 23502

Cell: 240-555-7777

Email: jcarter@xxx.com

Education

- Master of Public Administration, 1986
University of South Dakota, Vermillion, South Dakota
 - Bachelor of Science – History, 1984
University of South Dakota, Vermillion, South Dakota
-

Work History

1993 to Present

City of Mary, Maryland (population 21,000)

City Administrator

1988 to 1993

Town of Jackson, Maryland (population 3,551)

Town Manager

1986 to 1988

Village of Cherry, Ohio (population 4,800)

Village Manager

1985 to 1986

City of Jasper, South Dakota (population 10,000)

Assistant to the City Manager

Data Summary:

Candidate:	Joe W. Carter
Organization:	City of Mary, Maryland
Position:	Former City Administrator
Organization Budget:	\$36 million
Total Number of Employees in Organization:	260
Salary:	\$96,000
Expected Salary:	\$120,000-\$130,000
Reporting Relationship:	Reported to the Mayor & City Council
Years of Experience:	34

Professional Affiliations:

- International City/County Management Association
- Maryland City/County Management Association
- Maryland Municipal League

August 1, 20xx

Heidi Voorhees
GovHR USA
630 Dundee Road, Suite 130
Northbrook, IL 60062

Dear Ms. Voorhees,

Please accept the attached resume as application for the position of City Manager with the City of Anytown, Illinois as outlined in the executive search recruitment profile.

As you will note in my resume I would be able to bring over 28 years of the education and experience that you address in your recruitment notice.

I believe you will find that my professional experiences are extremely compatible with the qualifications that the officials of the City of Anytown are looking for in your next City Manager. I have attempted in my list of references to provide you and the others participating in this selection process a cross section of individuals who would be able to address many of the accomplishments that I have been able to participate in during my tenure in Mary, Maryland. The past nearly twenty (20) years have been a time of tremendous professional and personal growth for me as we have attempted to streamline a local government that for many years was mired in inefficient and ineffective government practices. The elected officials that I have had the opportunity to be employed by and work with provided me with the greatest latitude and guidance that anyone in this profession could enjoy. I hope you have an opportunity to talk with the references provided so that a full picture of Mary can be made.

I would look forward to returning to the Midwest and closer to my family that still reside in the South Dakota and Minnesota area.

If you have any further questions or desire further information please do not hesitate to contact me.

Respectfully,

Joe W. Carter

Joe W. Carter
6444 Mary Street
Mary, Maryland 31502
240-555-7777
jcarter@xxx.com

OBJECTIVE:

To continue to develop my professional skills and advance in my chosen career of professional public management.

EDUCATION:

Master of Public Administration, University of South Dakota, Vermillion, South Dakota. Minor area of study in Public Finance, Graduated May 1986.

Bachelor of Science in History, University of South Dakota, Vermillion, South Dakota., Minors in Political Science and Computer Science. Graduated May 1984.

PRESENT WORK EXPERIENCE:

City Administrator City of Mary, Maryland
(September 1993-Present)

For nearly twenty years I served as the City Administrator of Mary, which is a full-service city of 21,000. Mary is located approximately two hours from Pittsburgh, PA, Baltimore, MD and Washington, DC. The City has a full-time work force of approximately 270. The City provides the following services which are under the direction of the City Administrator; police protection, full-time fire protection and ambulance service, parks and recreation, public works, engineering, community development (which includes federal urban programs in Section 8 housing and management of the City's annual entitlement from the Community Development Block Grant program), and administration (includes the Departments of Finance and Management Information Systems). The City also provides water and wastewater services for the both the City and the surrounding region with a population of approximately 50,000.

Mary is a Council-Manager community and I serve at the pleasure of a five-member elected at-large Mayor and City Council.

Management accomplishments during my tenure are:

Reorganization of the City government from 16 different divisions into 8 specific departments (1995) and then 8 departments into 4 (2002) with day-to-day management of the departments by appointed Directors appointed by the City Administrator.

Implementation of a pay classification and compensation plan for all full-time employees that resulted in four separate unions and management coming under one pay table and adoption of new job descriptions for all employees.

Served as lead negotiator in contract negotiations with two AFSCME/Public Works unions, IAFF/Fire and UFCW/Police on behalf of the City.

Initiated a “reengineering” process with the Department of Utilities/Public Works and the AFSCME union to make the department more competitive and attempt to avoid “contract operations” by the private sector of the City utilities.

Used technology throughout the City government that includes all relevant data processing functions but also e-mail communications, electronic storage of current city records and documents, electronic imaging of past city records and documents, SCADA for utilities, in-car police computers, VOIP telephone protocol and automated meter reading of utility accounts.

Initiated the reorganization of the Department of Community Development and oversaw the adoption of a new comprehensive plan, development of the City’s first strategic plan, adoption of a revised zoning code consistent with both plans and the City’s first economic development plan.

Oversaw the redevelopment of historic Downtown through adoption of local tax incentives and acquisition of several state grants leading to upper story revitalization and renovation of several major buildings. This led to over \$ 50 million dollars in public/private investment and over 200 new jobs. Participated in the implementation of Maryland’s first Heritage Area, and the efforts in revitalizing the historic Downtown area. I also served for four years on the authority board as a voting member.

Restructured the City’s several million in long-term debt and have overseen the issuance of \$50 million in new long-term debt to cover the cost of a variety of public works projects involving bridge replacements, upgrade to the Water Filtration and Wastewater Treatment Plants, Combined Sewer Overflow improvements, road projects and improvement to public facilities.

Implemented the City’s first Tax Increment Financing District and second Special Taxing District for a medical park.

Implemented a city “Wi-Fi” system.

PAST WORK EXPERIENCE:

**Town Manager
Town of Jackson, Maryland (1988-1993)**

Between 1988 and 1993 I served as the Town Manager of Jackson, which was a full-service community of 3,551. This was a contractual position to a three-member elected at large Town Council.

Management accomplishments during my tenure were:

Application and receipt of over \$ 1.25 million in grant funds for a variety of public improvement and works projects.

Construction of a nature trail and redevelopment of two town parks.

Construction of a multi-purpose community pavilion and renovation and expansion of a community/senior center

Administration of a \$ 2.5 million renovation of the town wastewater treatment facility.

Installation and management of a \$ 50,000 computer system.

Development and establishment of a successful town-wide recycling program.

Responsibility for total revision of the Town Zoning Code and Code of Ordinances.

Establishment of employee merit pay system and revision of Town’s personnel policy.

**Village Manager
Village of Cherry, Ohio
(1986-1988)**

For two and one-half years prior to accepting the position in Jackson, I served as the Village Manager of Cherry that was a community of 4,800. In that position I served a seven-member Council.

Management accomplishments during my tenure were:

- Completion of a village-wide sanitary sewer system.
- Participation in the adoption of a Council-Manager form of government.
- Establishment of a contracted municipal trash system.
- Revision to the process and adoption of the Village budget.
- Redistricting of the Village election process.
- Negotiations with the police union

Assistant to the City Manager City of Jasper, South Dakota (1985-1986)

While attaining my Master of Public Administration I worked full-time for a year and one-half as the Assistant to the City Manager of Jasper (pop. 10,000). This high involvement administrative position provided me the following activities:

- Providing reports and analysis to the City Manager and nine-member City Council
- Reformatting of the City budget to a computer format.
- Development and installation of a telecommunication system to all municipal buildings.
- Direct responsibility for preparation and implementation of the \$ 10 million City budget.
- Liaison between the City Manager and nine Department Heads.
- Participant in labor negotiations with City Manager and labor union.

PROFESSIONAL ORGANIZATIONS:

- Full Member of the International City/County Management Association (ICMA).
- Member of the Maryland City/County Management Association (MCCMA).
- Maryland Municipal League



**CITY OF ANYTOWN
SELECTION PROCESS**

Interview and Candidate Evaluation Guide

In order to provide common bases of comparison, all Candidates should be asked the same major questions. Inevitably, the discussion will vary; however, when a point arises in one interview that appears to have an important bearing upon a Candidate's qualifications, an attempt should be made to raise the same point with other Candidates as well.

The interview panel will decide prior to the start of the interviews what questions are to be asked, and who should ask each particular question. Following the initial response of the Candidate to a question, others should then feel free to ask further related questions for purposes of seeking clarification or illustrations.

Questions should relate to past experience of the Candidate and to particular characteristics and needs/expectations of the City Manager position. It is recommended that you be very candid in asking questions and attempt to resolve all "ifs" or confusion regarding a Candidate's philosophy, management style, etc.

In order to capture your reactions and thoughts following each Candidate's interview, you may wish to make notes on this Interview Guide regarding Candidates' responses to each question of particular interest to you. You may also wish to complete the Candidate Evaluation Form included for each candidate. This will be helpful for you to reference when you will be sharing your impressions with each other and the Consultant.

Suggested "Library" of Questions

1. Welcome. We have your background materials in front of us and we have had a chance to review them. Tell us why the Anytown City Manager position is attractive to you.

2. In your background, what role did you play in developing and implementing a strategic/vision plan? What were the challenges incurred?



8. How would you evaluate the performance of the Department Heads and the activities for which they have been assigned responsibility?

9. What are your long term professional goals? How does this position relate to them?

10. What do you consider to be your three (3) major strengths, and how are they important to the job of City Manager?

11. What is your philosophy with regard to contract/labor negotiations?

12. Give us an example of a politically sensitive situation you found yourself in, and explain how you handled that situation.

13. Being a City Manager is a stressful job. What do you like to do to relax and recharge yourself for when you get back in the office?



14. To you, which is more desirable: an organization that is run in an efficient business-like manner or an organization that is run in a personal and friendly way? Why?

15. What tenure could you reasonably consider committing to the City of Anytown?

16. Open Questions.

17. We've asked you a lot of questions today. What questions do you have of us, and would you like to add anything we didn't cover?

Thank you.



Candidate Evaluation Form City of Anytown - City Manager

Applicant Name:	Position:
-----------------	-----------

Please use this form as a guide to evaluate the applicant’s qualifications for employment. Check the appropriate numeric value corresponding to the applicant’s level of qualification and provide appropriate comments in the space below.

Rating Scale:

<p>5. Outstanding</p> <p>4. Excellent-exceeds requirements</p> <p>3. Competent—acceptable proficiency</p>	<p>2. Below Average—Does not meet requirements</p> <p>1. Unable to determine or not applicable to this candidate</p>
--	--

	Rating				
	5	4	3	2	1

INTERVIEW PRESENTATION – COMMUNICATION SKILLS					
General Impression-Professional Demeanor					
Leadership/Management Abilities -- Overall Confidence					
Relevant Background/Special Skill Set: Explore the candidate’s knowledge and past working experiences					
Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate’s level of professionalism, inspiring personality					
Motivation/Initiative: Analyze applicant’s ability to think and act independently, and goal orientation. Why do they want to be the City Manager?					
Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly					
Understanding of the community, region, organization and position					
Flexibility: Assess candidate’s responsiveness to change, tolerance for ambiguity.					
EXPERIENCE IN:					
Oversight of relevant departments					
Communication/collaboration with City team					
Challenges facing growing communities					
Local government budget development					
Economic development and innovation in economic development					



**Candidate Evaluation Form
City of Anytown - City Manager**

Working with a diverse population and a commitment to diversity and inclusion					
Developing, mentoring and leading direct reports					
Working with partnerships – regional and public private					
Community outreach and community relations					
Working with the business community during the pandemic					
Experience in and commitment to excellence in customer service.					
Elected Officials – experience in developing positive relationships with all elected officials and in building consensus among elected officials					
Organizational Fit/Compatibility: Review the candidates’ potential to fit the city’s organizational culture.					
Overall Evaluation: Please add appropriate comments below:					

Comments (Please summarize your perceptions of the candidate’s strengths and any concerns that should be considered:

Candidate 2

Sally P. Jerome

Contact Information

Address: 980 Saginaw Lane
Hinsport, Illinois 60000

Cell: 847-555-1122
Work: 847-555-4433

Email: sjerome@xxx.net

Education

- Master of Public Administration, 1989
University of Illinois, Chicago, Illinois
 - Bachelor of Arts – Communication, 1984
University of Illinois, Chicago, Illinois
-

Work History

2004 to Present

City of Maclin, Illinois (population 2,300)

August 2012 to Present

Interim City Manager

2008 to August 2012

Assistant City Manager

2004 to 2008

Assistant to the City Manager

1998 to 2004

Village of Waveland, Illinois (population 34,000)

Assistant to the Public Works Director

1994 to 1998

YMCA of Metropolitan Chicago

Resident Services Director

1990 to 1994

City of Rose, Illinois (population 17,000)

1992 to 1994

Management Analyst, Public Works

1990 to 1992

Intern, City Manager's Office

Data Summary:

Candidate:	Sally P. Jerome
Organization:	City of Maclin, Illinois
Position:	Interim City Manager
Organization Budget:	\$ 5.4 million
Total Number of Employees:	47
Current Salary:	\$ 92,500
Expected Salary:	As advertised
Reporting Relationship:	Reports to the City Council
Years of Experience:	29

Professional Affiliations:

- International City/County Management Association
- Illinois City/County Management Association
- Illinois Association of Municipal Managers Assistants
- Illinois Public Employer Labor Relations Association
- National Public Employer Labor Relations Association

August 8, 20xx

Ms. Heidi Voorhees
President
GovHR USA
630 Dundee Road, Suite 130
Northbrook, IL 60062

Dear Ms. Voorhees,

Please accept my resume for the City Manager position. My experience as Assistant City Manager and Interim City Manager for Maclin has prepared me for this opportunity to serve. The attached resume details my professional experience, but I want to highlight certain areas of expertise and leadership.

Maclin has afforded me the opportunity of hands-on leadership where I effectively work with a small staff to carry out daily operations and accomplish the goals set by the elected body. Recently, I negotiated a traffic signal agreement with a shopping center owner, and am currently working with the City Engineer on a drainage program affecting private residences and reviewing proposals for a red light camera vendor. I work closely with the Chamber of Commerce to encourage businesses to move into or remain in the City by analyzing incentives and being responsive to their needs.

I am responsible for the preparation of the annual City budget and five year capital improvement plan. In 2009, working with the former City Manager, I developed an emergency financial plan and applied budget cut backs for the latter half of FY 10 and FY 11, reducing expenditures nearly 10 %. This was accomplished without union concessions or furloughs.

My demeanor is calm and professional. I am approachable, eager to better understand the pros and cons of an issue and prepared to lead. I look forward to interviewing to be the next City Manager for the City of Anytown, Illinois. You may contact me at (847) 555-1122.

Sincerely,

Sally P. Jerome

Sally P. Jerome
980 Saginaw Lane
Hinsport, Illinois 60000
(847) 555-1122
sjerome@xxx.net

PROFESSIONAL EXPERIENCE

CITY OF MACLIN, ILLINOIS	2004 – present
<i>Interim City Manager</i>	August 2012 – present
<i>Assistant City Manager</i>	May 2008 – August 2012
<i>Assistant to the City Administrator</i>	2004 – May 2008
<i>Acting Building & Zoning Administrator</i>	December 2006

- ◆ Prepare City Council agenda and participate at all City Council meetings.
- ◆ Manage \$5.4 million annual general fund budget submission to council.
- ◆ Coordinate, follow-up and summarize the city's two-year strategic action plan.
- ◆ Lead City's collective bargaining team. Perform economic contract costing.
- ◆ Direct all human resources and risk management programs and policies.
- ◆ Liaison to the Greater Maclin Chamber of Commerce Business Recruitment and Retention Team; liaison to the City Hotel Commission.
- ◆ Develop and implement municipal administrative policies.
- ◆ Supervise and evaluate all department heads and a number of support staff.
- ◆ Write proposal specifications, bid documents and execute contract documents.
- ◆ Editor-in-chief and head writer for city newsletter, web site and public access cable TV.
- ◆ Secured Illinois Clean Energy Community Foundation Grant.

VILLAGE OF WAVELAND, ILLINOIS	1998 - 2004
<i>Assistant to the Public Works Director</i>	

- ◆ Prepared and submitted all department division budgets; monitored expenditures.
- ◆ Collective bargaining team member.
- ◆ Facilitated labor/management safety meetings; investigated and responded to grievances.
- ◆ Developed and implemented orientation program; created safety manual.

YMCA OF METROPOLITAN CHICAGO	1994 – 1998
<i>Resident Services Director</i>	

- ◆ YMCA liaison to Greater North Michigan Avenue Association.
- ◆ Supervised housekeeping, front desk and security operations.
- ◆ Coordinated housing for residents during \$ 23M reconstruction of 21-story residence.
- ◆ YMCA liaison to construction management firm, during renovation.
- ◆ Completed annual budget and monitored expenditures.
- ◆ Developed and monitored resident payment plans.

CITY OF ROSE, ILLINOIS
Management Analyst, Public Works
Intern, City Manager's Office

1990-1994
1992-1994
1990-1992

- ◆ Acting Budget Manager. Coordinated and balanced \$100,000,000 budget.
- ◆ Analyzed contracted attorney fees to determine in-house savings.
- ◆ Analyzed boards and committees to consolidate and reduce duplication.
- ◆ Managed follow-through of Aldermanic service requests.
- ◆ Researched and reported on public works issues.

EDUCATION

MASTERS OF ARTS (MPA)	Public Administration University of Illinois at Chicago Graduated in 1989
BACHELOR OF ARTS (BA)	Communication University of Illinois at Chicago Graduated in 1984

PROFESSIONAL MEMBERSHIPS

International City/County Management Association (ICMA)

Illinois City/County Management Association (ILCMA)

Illinois Association of Municipal Managers Assistants (IAMMA)

Illinois Public Employer Labor Relations Association (IPELRA)

National Public Employer Labor Relations Association (NPELRA)



**CITY OF ANYTOWN
SELECTION PROCESS**

Interview and Candidate Evaluation Guide

In order to provide common bases of comparison, all Candidates should be asked the same major questions. Inevitably, the discussion will vary; however, when a point arises in one interview that appears to have an important bearing upon a Candidate's qualifications, an attempt should be made to raise the same point with other Candidates as well.

The interview panel will decide prior to the start of the interviews what questions are to be asked, and who should ask each particular question. Following the initial response of the Candidate to a question, others should then feel free to ask further related questions for purposes of seeking clarification or illustrations.

Questions should relate to past experience of the Candidate and to particular characteristics and needs/expectations of the City Manager position. It is recommended that you be very candid in asking questions and attempt to resolve all "ifs" or confusion regarding a Candidate's philosophy, management style, etc.

In order to capture your reactions and thoughts following each Candidate's interview, you may wish to make notes on this Interview Guide regarding Candidates' responses to each question of particular interest to you. You may also wish to complete the Candidate Evaluation Form included for each candidate. This will be helpful for you to reference when you will be sharing your impressions with each other and the Consultant.

Suggested "Library" of Questions

1. Welcome. We have your background materials in front of us and we have had a chance to review them. Tell us why the Anytown City Manager position is attractive to you.

2. In your background, what role did you play in developing and implementing a strategic/vision plan? What were the challenges incurred?



8. How would you evaluate the performance of the Department Heads and the activities for which they have been assigned responsibility?

9. What are your long term professional goals? How does this position relate to them?

10. What do you consider to be your three (3) major strengths, and how are they important to the job of City Manager?

11. What is your philosophy with regard to contract/labor negotiations?

12. Give us an example of a politically sensitive situation you found yourself in, and explain how you handled that situation.

13. Being a City Manager is a stressful job. What do you like to do to relax and recharge yourself for when you get back in the office?



14. To you, which is more desirable: an organization that is run in an efficient business-like manner or an organization that is run in a personal and friendly way? Why?

15. What tenure could you reasonably consider committing to the City of Anytown?

16. Open Questions.

17. We've asked you a lot of questions today. What questions do you have of us, and would you like to add anything we didn't cover?

Thank you.

**Candidate Evaluation Form
City of Anytown - City Manager**

Applicant Name:	Position:
-----------------	-----------

Please use this form as a guide to evaluate the applicant’s qualifications for employment. Check the appropriate numeric value corresponding to the applicant’s level of qualification and provide appropriate comments in the space below.

Rating Scale:

<p>5. Outstanding</p> <p>4. Excellent-exceeds requirements</p> <p>3. Competent—acceptable proficiency</p>	<p>2. Below Average—Does not meet requirements</p> <p>1. Unable to determine or not applicable to this candidate</p>
--	--

	Rating				
	5	4	3	2	1

INTERVIEW PRESENTATION – COMMUNICATION SKILLS					
General Impression-Professional Demeanor					
Leadership/Management Abilities -- Overall Confidence					
Relevant Background/Special Skill Set: Explore the candidate’s knowledge and past working experiences					
Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate’s level of professionalism, inspiring personality					
Motivation/Initiative: Analyze applicant’s ability to think and act independently, and goal orientation. Why do they want to be the City Manager?					
Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly					
Understanding of the community, region, organization and position					
Flexibility: Assess candidate’s responsiveness to change, tolerance for ambiguity.					
EXPERIENCE IN:					
Oversight of relevant departments					
Communication/collaboration with City team					
Challenges facing growing communities					
Local government budget development					
Economic development and innovation in economic development					



**Candidate Evaluation Form
City of Anytown - City Manager**

Working with a diverse population and a commitment to diversity and inclusion					
Developing, mentoring and leading direct reports					
Working with partnerships – regional and public private					
Community outreach and community relations					
Working with the business community during the pandemic					
Experience in and commitment to excellence in customer service.					
Elected Officials – experience in developing positive relationships with all elected officials and in building consensus among elected officials					
Organizational Fit/Compatibility: Review the candidates’ potential to fit the city’s organizational culture.					
Overall Evaluation: Please add appropriate comments below:					

Comments (Please summarize your perceptions of the candidate’s strengths and any concerns that should be considered:

Candidate 3

Walter L. Miller

Contact Information

Address: 5498 Tazewell Drive
Libertyville, Illinois 60048

Home: 847-622-1234

Cell: 847-999-9876

Work: 847-450-5000

Email: wmiller@xxx.org

Education

- Master of Public Administration
University of Kansas, Lawrence, Kansas
 - Bachelor of Arts – Political Science
University of Wisconsin, Madison, Wisconsin
-

Work History

2002 to Present

City of Mytowne, Illinois (population 30,000)

City Administrator

1996 to 2003

City of Smith, Missouri (population 36,500)

Assistant City Manager

1994 to 1996

ABC Crime Commission, Wichita, Kansas

State Coordinator, Community Development Division

1993 to 1994

City of Rock, Kansas (population 310,000)

Management Intern

Data Summary:

Candidate:	Walter L. Miller
Organization:	City of Mytowne, Illinois
Position:	City Administrator
Organization Budget:	\$55.2 million
Total Number of Employees in Organization:	150 full-time
Current Salary:	\$107,630
Expected Salary:	\$170,000
Reporting Relationship:	Reports to the Mayor & City Council
Years of Experience:	26 years

Professional Affiliations:

- International City/County Management Association
- Illinois City/County Management Association
- Illinois Municipal League
- Southwestern Illinois City Management Association
- St. Louis Area City Management Association

Walter L. Miller
5498 Tazewell Drive
Libertyville, Illinois 60048

August 5, 2019

Heidi J. Voorhees
Co-Owner
GovHR USA
630 Dundee Road, Suite 130
Northbrook, IL 60062

Dear Ms. Voorhees:

This letter is in response to the opening of City Manager with the City of Anytown, Illinois. I believe my experience and education give me the knowledge, enthusiasm, and creativity to face the challenges of the position.

I currently serve as the City Administrator for the City of Mytowne, Illinois. Mytowne is a full-service city government, providing police, fire, parks, water, and sewer. Mytowne is a rapidly growing suburb and I have managed many development challenges during my nine-year tenure.

My management style is participatory and team-oriented. Mytowne's Team Management Program seeks input from all levels of the organization to face the City's challenges. I have used my collaborative management style to empower department heads and employees to be innovative and creative when developing such projects as the Performance Measurement Balanced Scorecard and Comprehensive Plan.

As the economy declined, we implemented several measures that allowed us to reduce our staff by 12% yet continue the high level of service our citizens expect. We are currently restructuring our budget according to the concepts described in "The Price of Government" that integrates citizen engagement and City Council priorities with a comprehensive program inventory.

These examples demonstrate my participative style of city management and community leadership. It is my goal to be a city manager in a dynamic city that will provide opportunities and challenges. I believe Anytown is that kind of city. I appreciate your consideration of my enclosed resume. Please contact me if you have additional questions.

Best regards,

Walter L. Miller

Walter L. Miller

5498 Tazewell Drive
Libertyville, Illinois 60048
Email: wmiller@xxx.org

Home: 847.622.1234
Cell: 847.999.9876

Job Objective City Manager

Work Experience

2002-Present

City Administrator, City of Mytowne, Illinois: A full-service city serving a population of 30,000, with 150 full-time employees and \$20 million annual operating budget (\$69 million total budget).

Relevant Experience:

Finance and Management

Team Management: Team-oriented manager with an emphasis on facilitation, coordination, and communication.

Supervision: Manage and supervise all departments, including Police, Fire, Planning, Engineering, Streets, Water, Sewer, Parks, Finance, and Library.

Performance Management: Comprehensive performance measurement program with Performance Dashboard, Balanced Scorecard, and participation in the ICMA Center for Performance Measurement.

Annual Budget: Develop annual budget each year for the Mayor and City Council. Over the past three years, I have coordinated \$3.4 million in budget cuts and a 12% reduction in workforce (one layoff) while maintaining service levels.

Growth Management

Subdivision Ordinance: Overhauled subdivision regulations including a Park Land Dedication provision.

Comprehensive Plan: Conducted complete update to long range plan.

Development Design Standards: Developed a Commercial Design Handbook and Residential Visual Preference Survey that defined standards for both commercial and housing architecture, streetscaping, green space, sustainability, and density requirements.

Zoning Code: Updated all ordinances in the Zoning Code, including signs, planned uses, environmental, and special uses.

Transportation Plans: Developed road plans for high growth residential areas to promote connectivity and smooth traffic flow.

Library Master Plan: Conducted study of future needs for public library.

Economic Development

Tax Increment Financing District: Created two new TIF districts.

Special Service Areas: Innovative financing mechanism where the city issues bonds that are paid by the developer and city has no financial responsibility.

Financial Incentives: Developed sales tax rebates for major retail developments.

Sub Area Plans: Developed detailed plans for future business park.

New Facility Construction

Public Safety Facility: \$8 million Police/EMS facility constructed in 2004.

Family Sports Park: \$20 million, 203-acre park, Phase 1 in 2006, Phase 2 in 2010.

Conference Center. \$6 million, 60,000 sq. ft. building, constructed in 2008.

1996-2003

Assistant City Manager, City of Smith, Missouri: A full-service charter city government serving a population of 36,500, with 350 full-time employees and \$30 million annual operating budget.

1994-1996

ABC Crime Commission – State Coordinator, Community Development Division (Wichita, Kansas): A non-profit organization that conducted research on crime in Kansas.

1993-1994

City of Rock, Kansas – Management Intern: A full-service city government serving a population of 310,000, with 3,500 full time employees and \$309 million annual operating budget.

Education

Senior Executive Institute, University of Virginia, 2009

Credentialed Manager, ICMA, 2001

Master of Public Administration, University of Kansas, 1990

Bachelor of Arts, University of Wisconsin-Madison, 1988; Major in Political Science, Integrated Liberal Studies Certificate

Computer Skills

All Microsoft Office software: Word, Excel, Access, Outlook, PowerPoint

Mobile applications: Blackberry, iPad, Tablet

GIS applications

Social Media applications: Blog, Twitter, Facebook, Linked In

Activities and Affiliations

International City/County Management Association (ICMA)

Board of Directors, Illinois City/County Management Association (ILCMA)

City Managers Committee, Illinois Municipal League

President, Southwestern Illinois City Management Association (SWICMA)

Kansas University City/County Managers and Trainees (KUCIMAT)

Board of Directors, Rotary Club



**CITY OF ANYTOWN
SELECTION PROCESS**

Interview and Candidate Evaluation Guide

In order to provide common bases of comparison, all Candidates should be asked the same major questions. Inevitably, the discussion will vary; however, when a point arises in one interview that appears to have an important bearing upon a Candidate's qualifications, an attempt should be made to raise the same point with other Candidates as well.

The interview panel will decide prior to the start of the interviews what questions are to be asked, and who should ask each particular question. Following the initial response of the Candidate to a question, others should then feel free to ask further related questions for purposes of seeking clarification or illustrations.

Questions should relate to past experience of the Candidate and to particular characteristics and needs/expectations of the City Manager position. It is recommended that you be very candid in asking questions and attempt to resolve all "ifs" or confusion regarding a Candidate's philosophy, management style, etc.

In order to capture your reactions and thoughts following each Candidate's interview, you may wish to make notes on this Interview Guide regarding Candidates' responses to each question of particular interest to you. You may also wish to complete the Candidate Evaluation Form included for each candidate. This will be helpful for you to reference when you will be sharing your impressions with each other and the Consultant.

Suggested "Library" of Questions

1. Welcome. We have your background materials in front of us and we have had a chance to review them. Tell us why the Anytown City Manager position is attractive to you.

2. In your background, what role did you play in developing and implementing a strategic/vision plan? What were the challenges incurred?



3. What has been your experience in developing a comprehensive capital plan? How detailed was the plan; how many years did the plan cover; and how was it updated and maintained?

4. What technique have you employed to reduce operating or program expenses, and how would you prioritize reductions or cuts?

5. Can you give us an example of an innovative technique which you developed to enhance revenues for your organization?

6. How would you describe your management and leadership style, and what steps would you take to establish a rapport with the employees and ensure that we will work together as a high functioning team?

7. What process do you use to ensure that projects and/or assignments you have delegated to your Department Heads are completed on time and meet your expectations and how do you communicate this to your staff?



8. How would you evaluate the performance of the Department Heads and the activities for which they have been assigned responsibility?

9. What are your long term professional goals? How does this position relate to them?

10. What do you consider to be your three (3) major strengths, and how are they important to the job of City Manager?

11. What is your philosophy with regard to contract/labor negotiations?

12. Give us an example of a politically sensitive situation you found yourself in, and explain how you handled that situation.

13. Being a City Manager is a stressful job. What do you like to do to relax and recharge yourself for when you get back in the office?



14. To you, which is more desirable: an organization that is run in an efficient business-like manner or an organization that is run in a personal and friendly way? Why?

15. What tenure could you reasonably consider committing to the City of Anytown?

16. Open Questions.

17. We've asked you a lot of questions today. What questions do you have of us, and would you like to add anything we didn't cover?

Thank you.



**Candidate Evaluation Form
City of Anytown - City Manager**

Applicant Name:	Position:
-----------------	-----------

Please use this form as a guide to evaluate the applicant’s qualifications for employment. Check the appropriate numeric value corresponding to the applicant’s level of qualification and provide appropriate comments in the space below.

Rating Scale:

<p>5. Outstanding</p> <p>4. Excellent-exceeds requirements</p> <p>3. Competent—acceptable proficiency</p>	<p>2. Below Average—Does not meet requirements</p> <p>1. Unable to determine or not applicable to this candidate</p>
--	--

	Rating				
	5	4	3	2	1

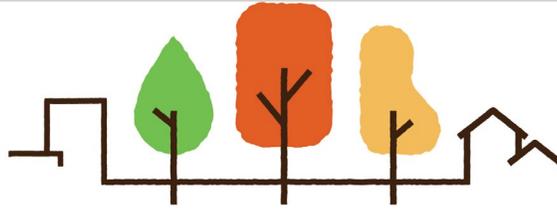
INTERVIEW PRESENTATION – COMMUNICATION SKILLS					
General Impression-Professional Demeanor					
Leadership/Management Abilities -- Overall Confidence					
Relevant Background/Special Skill Set: Explore the candidate’s knowledge and past working experiences					
Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate’s level of professionalism, inspiring personality					
Motivation/Initiative: Analyze applicant’s ability to think and act independently, and goal orientation. Why do they want to be the City Manager?					
Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly					
Understanding of the community, region, organization and position					
Flexibility: Assess candidate’s responsiveness to change, tolerance for ambiguity.					
EXPERIENCE IN:					
Oversight of relevant departments					
Communication/collaboration with City team					
Challenges facing growing communities					
Local government budget development					
Economic development and innovation in economic development					



**Candidate Evaluation Form
City of Anytown - City Manager**

Working with a diverse population and a commitment to diversity and inclusion					
Developing, mentoring and leading direct reports					
Working with partnerships – regional and public private					
Community outreach and community relations					
Working with the business community during the pandemic					
Experience in and commitment to excellence in customer service.					
Elected Officials – experience in developing positive relationships with all elected officials and in building consensus among elected officials					
Organizational Fit/Compatibility: Review the candidates’ potential to fit the city’s organizational culture.					
Overall Evaluation: Please add appropriate comments below:					

Comments (Please summarize your perceptions of the candidate’s strengths and any concerns that should be considered:



THE VILLAGE OF
COTTAGE GROVE

COTTAGE GROVE, WISCONSIN
FINANCE DIRECTOR



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

FINANCE DIRECTOR COTTAGE GROVE, WISCONSIN

THE POSITION IN BRIEF

The Finance Director is a key member of the village's management team in a financially stable organization, and reports to the Village Administrator. The position oversees the finance department, assuring that the village achieves its financial objectives through solid fiscal planning, budgetary controls, and the maintenance of financial accounts and records. In concert with the Village Administrator, the Director develops and manages a general fund budget of approximately \$5.5 million, and combined budgets of approximately \$12 million.

THE COMMUNITY

The rolling fields of south central Wisconsin in the heart of Dane County made Cottage Grove attractive to European settlers wanting to farm in the mid-1800s, and the natural beauty is what still attracts people today. Cottage Grove was first surveyed in 1834, and became a separate township in 1849. It was settled by Europeans including Pennsylvania Dutch, Scottish-Irish, Irish, Norwegians and Germans. The settlement grew up around the old Beecher stage coach tavern at a junction of two main roads. Farming over the years went from wheat to dairy. One part of Cottage Grove's history – the first house and first post office from which the name was taken began in a grove of trees which it is believed, still stands.

As part of the greater Dane County (Madison) area, Cottage Grove shares similar topography and history as the area became the cornerstone of Wisconsin government. The Village of Cottage Grove was incorporated in 1923 with a population of about 250.

Today, [Cottage Grove](#), at a population of 7,303, is strategically located just 15 minutes east of downtown Madison and one hour west of Milwaukee. Cottage Grove residents enjoy the benefits of its proximity to major cities such as Madison, Milwaukee and Chicago, combined with the advantage of small-town Wisconsin.

Cottage Grove boasts sports tourism including top-tier golf courses – the Oaks and Door Creek Golf Courses, an expanded sports complex at Bakken Park, an expansive park system, and the [Glacial Drumlin](#) trail – a 52-mile bike trail that originates in Cottage Grove. All together, residents and visitors have abundant opportunities to enjoy the area's natural resources.

Cottage Grove's population has experienced a dramatic 500% growth rate since 1990 – one of the highest in Wisconsin. According to Cottage Grove Chamber of Commerce sources, the reason for this major surge is Cottage Grove's top-notch school district, the potential for larger lot sizes and opportunities for new construction and future expansion. Rapid and significant growth is expected to continue; five-year projections place the village's population at more than 10,000.

***“Cottage Grove’s
population has
experienced a dramatic
500% growth rate since
1990 – one of the highest
in Wisconsin.”***



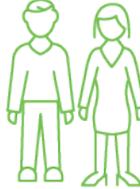


SNAPSHOT

COTTAGE GROVE'S DEMOGRAPHICS AND AMENITIES:



Population: **7,303**



Average age: **35.7** years old

**White 92%, Asian 7%,
African American,
Hispanic Origin and
other races 1%**



Median household income:
\$99,322



Median home value:
\$310,000



- An exceptional **school district** serves the community – [Monona Grove School District](#). Private and parochial school choices can also be found in neighboring communities.



- Cottage Grove encompasses **4.69 square miles**, of which there are **nine parks**, including larger community parks and smaller neighborhood parks. About **55 acres** of new parkland are planned. Among its amenities, many of the parks feature shelters, picnic areas, baseball and soccer fields, and basketball courts. A new 2,500 square foot splash pad recently opened.



- Cottage Grove residents have access to several **major medical systems** in the greater Madison area including UW Health University Hospital, Unity Point Health – Meriter Hospital and St. Mary's Hospital.



- Distinguished **institutions of higher learning** are located within a close drive to Cottage Grove. Chief among them include the [University of Wisconsin – Madison](#), the state's internationally known flagship school. With an enrollment of more than 44,000 undergraduate and graduate students, UW-Madison offers more than 280 fields of study. Other noteworthy institutions include [Edgewood College](#), and the [Madison Area Technical College](#).



VILLAGE GOVERNMENT IN COTTAGE GROVE

The legislative body of the village is the [Village Board](#), which consists of six Trustees elected at-large for overlapping two-year terms. A Village President is elected separately for a two-year term. The policies of the village are set by the Village Board and Village President. The President, Trustees and Village staff established a culture of professionalism and mutual respect for each other's role in the organization. The new Finance Director can expect to join a highly functional, progressive, and productive Village leadership team.

Cottage Grove is a full-service municipality including Police, Public Works and Utilities, Planning and Development, Parks, Recreation & Forestry and administrative services such as Administration, Finance, Clerk, and Municipal Court. The Village employs a staff of 37 full-time, 63 part-time, and eight seasonal employees. The Cottage Grove Volunteer Fire Department serves the Town and Village of Cottage Grove, and a portion of the Town of Pleasant Springs. Emergency Medical Services are provided by Deer-Grove EMS. All Village departments report to the [Village Administrator](#) with the exception of those defined by state statutes that report to another individual or entity.

The village's budgets, all funds, are more than \$12 million. The general fund budget's expenditures are approximately \$5.5 million. There are six TIF Districts. The village maintains AA bond rating from S&P's Global Ratings, and enjoys a healthy fund balance of more than 30%.

FINANCE DEPARTMENT

The Director oversees the Finance Department, which is tasked with overseeing the fiscal health of the Village. The Department consists of a consultant team that includes Ehlers as Financial Advisor and Baker Tilly as Audit and accounting support. The Finance Director can expect a team of capable staff ready and willing to provide additional support, which will be led by the Village Administrator, Deputy Administrator, Village Clerk (and the Clerk's Administrative Assistant). In addition, the Finance Department is responsible for the accounting and financial reporting of all village operations and is entrusted with collecting, depositing, and investing all village funds. This includes: accounts payable, billing and collections, including developer incentive payments and subsequent book-keeping, investment and cash management, maintenance of all financial records, payroll and benefit management for all village governmental fund employees, coordination and development of annual budget process, including annual updates to the Financial Management Plan, staff lead for Village debt issuance, property tax collections, and coordination with Assessor for revaluations and annual Board of Review process.

EMPLOYEES



37 full-time

63 part-time

8 seasonal employees

BUDGET



\$12 million (all funds)

\$5.5 million
(general fund)

6 TIF Districts

AA bond rating

**Fund balance of more
than 30%**

CHALLENGES AND OPPORTUNITIES

In a work culture charged with energy and an environment that seeks excellence, the new Finance Director will be faced with a number of challenges and projects that offer exciting opportunities. They include:

Financial Condition. The village is in good financial shape as evidenced by its equalized value of \$842 million, the maintenance of its AA bond rating from S&P's Global Ratings, and a healthy unassigned fund balance.

In its favor, and similar to other Wisconsin communities, Cottage Grove relies heavily on property taxes as a source of revenue. The village is less sensitive to more variable revenue sources, such as state sales tax receipts, as they are not shared by the state with municipalities. The village expects about \$748,000 in federal recovery funds.

One of the village's strengths is reflected in the level of its fund balances and its fiscal planning. Since 2016 Cottage Grove has maintained a financial management plan, developed for the village by the public finance advisors Ehlers and Associates.

Historically, the village's policy requires maintenance of not less than 20 percent uncommitted general fund expenditures. In 2021, the Village's reserves are healthy, currently maintaining 32 percent of uncommitted General Fund Balance. In addition to the management of existing debt and associated reserves, the Village also forecasts future debt within a framework of policies, priorities and financial capacity. In a report from the village's financial advisors, they note the village's strong liquidity, having 105.2% of government fund expenditures and 4.6 times government fund debt service in available cash.

In partnership with the Village Administrator and the leadership team, the Finance Director plays an integral role in the development of the village's annual budget and capital improvements program. The new Finance Director can expect to be a leader in this area, working with a host of elected and staff stakeholders, to assure that the budgeting priorities reflect the Village's strategic interests and financial realities.

Development opportunities supported by Cottage Grove's upgraded I-94/CTH N interchange, and the Village's Commerce Park and North Grove Corporate Park (located on either side of the interchange), coupled with high levels of new housing activity, make for a very active and fiscally promising community. Not unlike other communities experiencing explosive growth where a host of new businesses and developments capture the most attention, the village still has older subdivisions with aging infrastructure, and thus a considerable list of capital needs. Their prioritization through the development of an integrated five-year capital improvements plan, coupled with long-term financial planning, will require an adept hand on the part of the Finance Director in partnership with the village's financial advisor.



All told, the next Director can expect to play an important role in assuring the long-term health of the village's own financial operations. The Director can also expect to work closely with village officials and community leaders to develop and execute plans for boosting and sustaining Cottage Grove's economic viability.

Growth Management. The Village Board and Village Administrator are dedicated to progressive, innovative and continuous improvement. With a community growing at the



pace that Cottage Grove is experiencing, the new Finance Director will assist the Village Administrator and the management team to critically examine the organization and over time, evaluate organizational design, service delivery processes and the ways in which the workforce is deployed to meet the needs of an organization that will need to expand to meet the demands of growth. In addition, the management team will need to remain nimble to the challenges growth presses on the organization's facilities, amenities and infrastructure.

In a related view, as the village's population and service demands increase, the management team has been carefully assessing the organization's workforce needs. The next Finance Director can expect to work with the Village Administrator, Deputy Village Administrator, and the rest of the management team, to develop a long-term staffing plan.

Transparency and Team Work. The Village's Finance Department uses Caselle as its financial software, and has been working to make financial reporting more accessible to Department Heads. The next Finance Director can expect to continue this effort, assuring that the management team and elected officials have on-demand, unencumbered, and transparent access to the Village's financial information.

Financial Reporting. The next Finance Director can expect to be a strong management partner with the Village Administrator by keeping a wide-angled look on the organization while simultaneously possessing nimble financial and accounting skills that can focus on the details when required. The Finance Director is viewed by the rest of the management team as a key resource, supporting and advising them on their operations' finances and strategic goals. Along these lines, and over time, the Finance Director can expect to work on enhancing the village's budget and financial documents, with a goal of attaining recognition from the Government Finance Officers Association (GFOA).

THE IDEAL CANDIDATE

Education and Experience

- A Bachelor's degree in accounting, business administration, finance or related field; a Master's degree and/or CPA is preferred, but not required.
- Three – five years of experience in a government setting or demonstrable skills in governmental fund accounting; a combination of public and private sector finance experience is ideal.
- Working knowledge of financial management/ERP systems. Possess the know-how to avail those systems to the management team in order to assure real-time reporting and accessibility to financial data that avoids other managers developing their own "shadow records."
- Possess financial management skills to guide a dynamic, financially sound organization. Strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming, and budget development and control. Have a keen understanding about governmental fund accounting.
- Have the ability to view the community and organization from 30,000 feet while maintaining a close eye on the daily details of managing multi-million dollar enterprises, i.e., be able to juggle spreadsheet skills with an organic view of the organization.
- Have the experience and judgment to recognize the need for change when it arises, and the leadership skills, political savvy, technical competence, and courage to recommend such change.
- Have a working knowledge of economic development strategies; fluency in tax incremental financing is important.
- Have a record of keeping current with modern, innovative municipal technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase efficiencies and provide better customer service for residents.



Management Style and Personal Traits

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of Administration, subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Have an enthusiasm for public service and team-work, especially in a small-staffed, fast-paced environment that requires the management group to have "all hands on deck."
- Be a clear and concise communicator, including the ability to actively listen.
- Is agreeable and presents a positive attitude and outlook.
- Possess the ability to build collaborative relationships with a variety of internal and external stakeholders.
- Be a team member that appreciates the need to provide accurate, timely and transparent information to fellow department heads and Village Administrator
- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Be willing to keep the Village Board and Village Administrator apprised of the state of the village's finances, major activities and/or village operations in a consistent and timely manner, passing on both good news and bad news in a tactful, self-confident and professional manner.





COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

The starting salary is \$96,000 - \$107,000 +/- DOQ, plus an excellent benefit package. The village is part of the Wisconsin Retirement System.

The organization prides itself on its commitment to customer service and teamwork. Staff has a lot of daily interaction with one another and report strong interdepartmental relations. The village's organization strives to be a workplace of choice, and village staff possesses a high-output work ethic.

The President and Board of Trustees possess a strong respect for village staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

Cottage Grove is an Equal Opportunity Employer. The organization seeks to attract the most talented people from a diverse candidate pool, and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.



HOW TO APPLY

Candidates should apply by June 27, 2022 (open until filled) with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240, Ext.103.



EXECUTIVE RECRUITMENT

www.GovHRUSA.com

Grant Program

STORMWATER/WATER QUALITY

Fund for Lake Michigan

Surface Water Grants

Urban Nonpoint Source & Stormwater
Management Grant (UNPS)

Municipal Flood Control Grants

Targeted Runoff Management

Sustain Our Great Lakes Program

Wisconsin Coastal Management Program
(WCMP)

WATER

Safe Drinking Water Loan Program
(SDWLP)

Clean Water Fund Program (CWFP)

ENERGY

Energy Innovation Grant Program

Electric Vehicle Charging

Focus on Energy

ROADS/PATHS

Transportation Economic Assistance (TEA)

Surface Transportation Program (STP)

Local Bridge Improvement Assistance Program

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

Recreational Trail Program (RTP)

Safe Streets For All (SS4A)

Transportation Alternatives Program (TAP)

Local Road Improvement Program (LRIP)

Active Transportation Infrastructure Investment Program (ATIIP)

PARKS & RECREATION

Acquisition and Development of Local Parks Program

Recreational Boating Facilities Grant

EMS/FIRE/POLICE

Community Change Grant Program

School Violence Prevention Program (SVPP)

COPS Anti-Methamphetamine Program (CAMP)

Preparing for Active Shooter Situations (PASS)

Anti-Heroin Task Force (AHTF)

Assistance to Firefighters Grant Program
(AFG)
Staffing for Adequate Fire and Emergency
Response (SAFER)

Agency Name	Website Link
Fund for Lake Michigan	https://fundforlakemichigan.org/current-opportunities/#
Wisconsin DNR	https://dnr.wisconsin.gov/aid/SurfaceWater.html
Wisconsin DNR	https://dnr.wisconsin.gov/aid/UrbanNonpoint.html
Wisconsin DNR	https://dnr.wisconsin.gov/aid/MunFloodControl.html
Wisconsin DNR	https://dnr.wisconsin.gov/aid/TargetedRunoff.html
National Fish and Wildlife Foundation	https://www.nfwf.org/programs/sustain-our-great-lakes-program
Wisconsin Department of Administration (DOA)	https://doa.wi.gov/Pages/LocalGovtsGrants/CoastalManagement.aspx
Wisconsin DNR	https://dnr.wisconsin.gov/aid/EIF.html
Wisconsin DNR	https://dnr.wisconsin.gov/aid/EIF.html
Public Service Commission (PSC)	https://psc.wi.gov/Pages/ServiceType/OEI/EnergyInnovationGrantProgram.aspx
National Electric Highway Coalition (NEHC)	https://www.eei.org/en/issues-and-policy/national-electric-highway-coalition
Focus on Energy with WI Utilities	https://focusonenergy.com/business/new-construction
Wisconsin Department of Transportation (WIDOT)	https://wisconsindot.gov/pages/doing-bus/local-gov/astnce-pgms/aid/tea.aspx
Wisconsin Department of Transportation (WIDOT)	https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/stp-urban.aspx

Wisconsin Department of Transportation (WIDOT)	https://wisconsin.gov/Pages/doing-business/local-gov/astnce-pgms/highway/localbridge.aspx
Wisconsin Department of Transportation (WIDOT)	https://wisconsin.gov/pages/doing-business/local-gov/astnce-pgms/aid/cmaq.aspx
Wisconsin DNR	https://dnr.wisconsin.gov/aid/RTP.html
U.S. Department of Transportation	https://www.transportation.gov/grants/SS4A
Wisconsin Department of Transportation (WIDOT)	https://wisconsin.gov/Pages/doing-business/local-gov/astnce-pgms/aid/tap.aspx
Wisconsin Department of Transportation (WIDOT)	https://wisconsin.gov/pages/doing-business/local-gov/astnce-pgms/highway/lrip.aspx#:~:text=%E2%80%8BEstablished%20in%201991%2C%20the,local%20governments%20providing%20the%20balance.
Federal Highway Administration (FHWA)	https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip/
<hr/>	
DNR Knowles-Nelson Stewardship Program	https://dnr.wisconsin.gov/topic/Stewardship/GrantHome
Wisconsin DNR	https://dnr.wisconsin.gov/aid/RBF.html
<hr/>	
Environmental Protection Agency (EPA)	https://www.epa.gov/inflation-reduction-act/inflation-reduction-act-community-change-grants-program
US DOJ / Community Oriented Policing Services (COPS)	https://cops.usdoj.gov/svpp
US DOJ / Community Oriented Policing Services (COPS)	https://cops.usdoj.gov/camp
US DOJ / Community Oriented Policing Services (COPS)	https://cops.usdoj.gov/pass
US DOJ / Community Oriented Policing Services (COPS)	https://cops.usdoj.gov/ahtf

FEMA

<https://www.fema.gov/grants/preparedness/firefighters>

FEMA

<https://www.fema.gov/grants/preparedness/firefighters/safer>

Pre-application/Pre-proposal?

[Redacted]

Yes - pre-proposal

Yes - pre-application (Due Sept 15)

Yes - pre-application

No

No

Yes - pre-proposal

No

[Redacted]

Yes - Intent to Apply (ITA)

Yes - Intent to Apply (ITA)

[Redacted]

No

No

No

[Redacted]

No

No

No

No

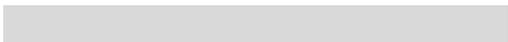
No

Yes - pre-application

No

No

No



No

No

No

No

No

No

No

Deadline

March Meeting - Pre-proposals February 2nd, Full Proposal February 26th June
Meeting - Pre-proposals April 12th, Full Proposals May 10th
October Meeting - Pre-proposals August 16th, Full Proposals September 13th
December Meeting - Pre-proposals October 18th, Full Proposals November 15th

15-Nov

15-Apr

March 15, 2024 (annually)

15-Apr

Pre-Proposal: Feb 16, 2024
Full Application: April 25, 2024

3-Nov

30-Jun

30-Sep

1-Mar

Year-round

Year-round rebate

Year-round

October

October

September

1-May

4-Apr Deadline #1
16-May Deadline #2
29-Aug Deadline #3

October

1-Nov-24

17-Jun-24

May 1 (annually)

6-1, 9-1, 11-1, 2-1

21-Nov

10-May

18-Apr

21-Apr

18-Apr

8-Mar

12-Apr

Municipality Cost Share**Max. Award Amount**

Varies by project type

\$700k to \$900k per quarter

Varies by project type

Varies by project type

>50%

Planning - \$85k, Construction&Engr
\$150k, \$50k land acquisition

>50%

Varies by year

>30%

Large-scale = \$600k
Small-scale = \$225k

"Matching contributions are not required. However, the ratio of matching contributions offered to grant funding requested is one criterion considered during the review process, and projects that offer a 1:1 match ratio with contributions from non-federal sources will be more competitive"

\$200k to \$1 million

Projects totaling \$60k or less require 50% match
Projects totaling \$60k or more require 60% match

Unclear, though above \$100k
requires you to reach out to WCMP

33% (meeting financial needs), 55% (not meeting financial needs)

Varies by project type

33% (meeting financial needs), 55% (not meeting financial needs)

Varies by project type

No match required but encouraged

Awards range from \$20k-\$1 million

Varies

Max \$400,000/year

>50%

Max \$500k (for \$1 million project)

>20%

Varies

>20%	Federal participation will be capped at \$6 million per local bridge program project Construction > \$200,000 "WisDOT has not set maximum funding amounts, but WisDOT's ability to fund projects requesting \$1 million or more is very limited." Planning >\$50k
>20%	RTP grant awards may not exceed \$100,000 for individual projects submitted in the Federal Fiscal Year 2023-2024 application cycle Planning: \$100,000-\$10 million Implementation: \$2.5 million - \$25 million
>20%	
>20%	
20%	Infrastructure: \$300k Non-Infrastructure: \$50k TAP STARS non-Infrastructure: \$20k
LRIP-Discretionary >50% LRIP-Supplementary >10%	CTH Minimum project cost = \$250k Municipal Street Improvement = \$250k Town Road Improvement = \$100k
>20%	Planning & Design Costs at least \$100k, Project Construction must be at least \$15 million
<hr/>	
>50%	
>50%	>\$250k requires further approval from Joint Finance
<hr/>	
No cost-share/match funds required	Track 1: \$20 million Track 2: \$3 million
25% cash match	Each award is 36 mos. and a max share of \$500k.
No match required	at least \$1 million
No match required	
No match required	36 mos. duration, no more than \$4 million

>15%

No match required

Between \$1-3.2 million depending on
population of jurisdiction

Past Funding Cycle (# of awards/amount)	Notes
---	-------

Award between \$750k-\$1 million per quarter

Received 428 applications requesting over \$9.1 million in funding. DNR awarding \$6 million in funding.

2022: 43 eligible applications and \$8.9 million requested / 30 applications awarded and \$5.6 million awarded

2022: All projects awarded 50% match with maximum amount of 20% of available funding
2023 awarded 17 grants, total requested funding was \$5.7 million (59% awarded)

2023 awarded 43 grants totaling \$17.6 million, average application success rate of 23%

2020 awarded 39 grants totaling over \$3.4 million

\$884 million in total assistance since 1991; 423 projects awarded; \$796 in loans and \$87 million in principal forgiveness

\$5 billion in total assistance since 1991; 1,203 projects awarded; \$4.9 billion in loans; \$318 million in principal forgiveness

2023: 135 eligible applicants and \$42 million requested / 32 projects awarded totaling \$10 million

\$100 million in 2023

2023 max award amount is \$400,000/year

Available pool = \$3.4 million

Varies

Major collector or higher

\$156.1 million for 2023-2025

\$4.4 million in 2023-2024

Can be pedestrian and bicycle, transit improvement or congestion reduction.

"The Stewardship Local Assistance, LWCF, and RTP grant programs are often very competitive. Typically, grant requests exceed available funds by 3:1."

Need Comprehensive Outdoor Recreation Plan (CORP)

In FY22 and FY23 SS4A has awarded \$1.7 billion to over 1,000 communities in all 50 states

2023-2026 Award total = \$29.9 million

2023-2025 Biennium to award \$150 million

\$44.5 Million. Funding will be for less than 3 construction projects

For very large scale projects (Village would need \$3 million in matching funds for construction).

Need design and permitting prior to grant submission

"Awarded \$73 million in SVPP funds to 235 agencies benefitting more than 2600 schools"
Awarded more than \$14.9 million FY 23 to 9 state law enforcement agencies

Awarded \$10.9 million

Awarded more than \$32.8 million to 13 state law enforcement agencies

FY23 Awarded over \$400 million to over 380 projects

Potential Projects

Underwood Creek

Underwood Creek

Highland Drive SW Culvert Replacement

Municipal Water Extension (Church to RR),
Emerald Woods Condos muni water request

Municipal Water Extension (Church to RR),
Emerald Woods Condos muni water request

Village Hall Parking Lot Lighting Repairs

Highland Drive Pedestrian Pathway

Crosswalk replacements, Pathway expansion project

Crosswalk replacements, Pathway expansion project



Crosswalk Replacements

Training add'l SRO

Training DARE officer

This is awarded to one entity to put on trainings. Elm Grove could maybe send police staff to trainings.

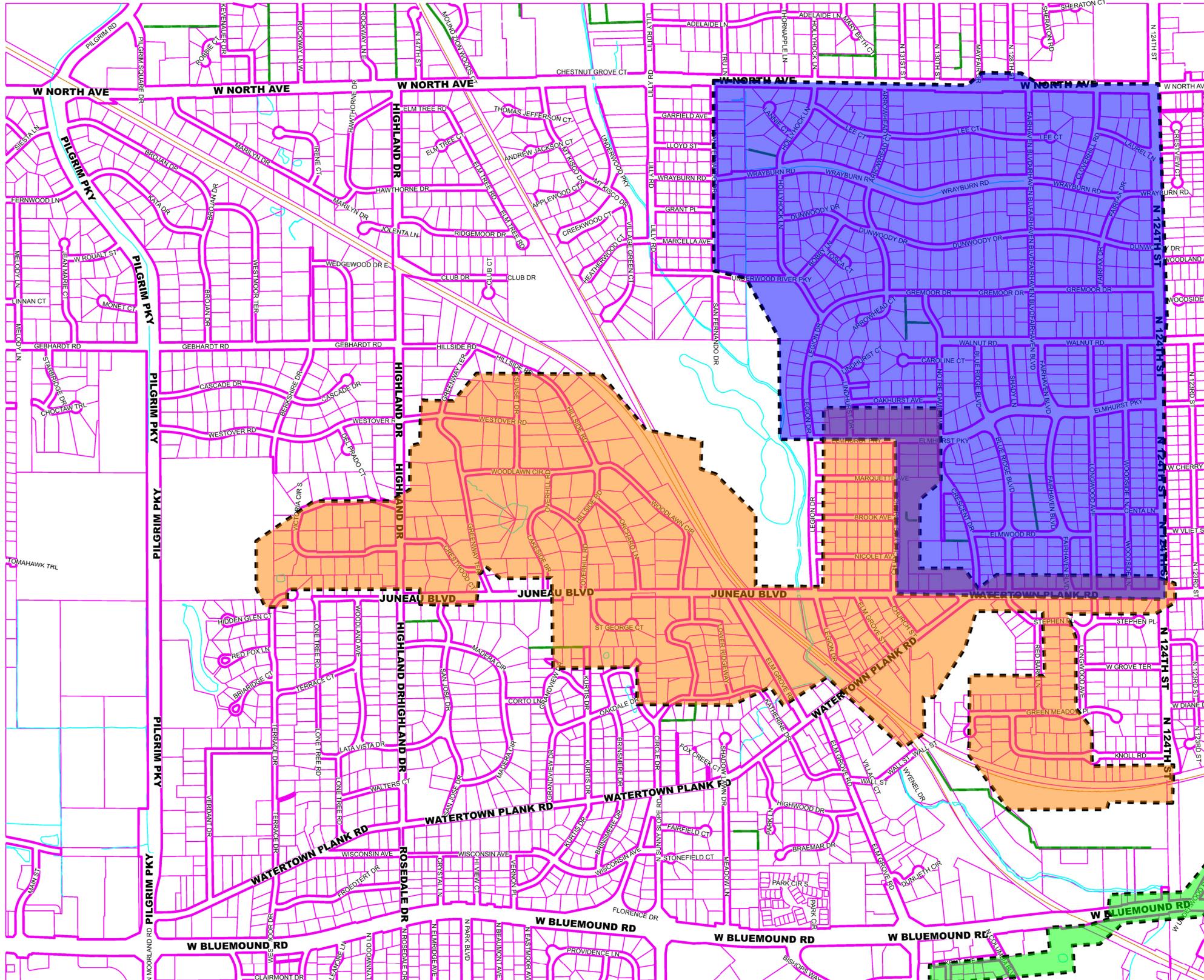
Training DARE officer

Fire Staffing Recruitments, Fire Public
Outreach
Fire/EMS Staffing Recruitments, Fire Public
Outreach



Village of Elm Grove

We Energies Projects Map - 2024



KEY

-  **County Line X2451 OH to UG Conversion**
Project #: WSS23001
Project I/O #: 52936
-  **Elm Grove X24661 OH to UG Conversion**
Project #: WSS23003
Project I/O #: 52938
-  **Elm Grove Substation Retirement Phase 2**
Project #: WS23004
Project I/O #: 53002

We Energies grid hardening

Many things can cause a power outage, including vehicle accidents, severe weather, wildlife and vegetation. More than a quarter of outages are the result of fallen trees or limbs, or trees growing into power lines.

Severe weather, coupled with the emerald ash borer crisis that is killing trees across Wisconsin, has caused more frequent power outages from tree contact than We Energies has experienced in the past.

Due to the growing population of emerald ash borer beetles, many trees outside of the company's normal trim zone are falling, causing outages and damaging distribution equipment. The crisis affects not only ash trees — many other dead trees have fallen and caused outages, as well.

Many customers do not realize they are responsible for trees on their property. We Energies recommends property owners start spring yardwork by surveying their trees, looking for dangling branches and anything that appears unhealthy. Next, they should take note of the power lines near their homes. If any limbs or branches are within 10 feet of the primary lines, they should contact We Energies at 800-242-9137.

If property owners need help removing trees, We Energies can help by making the area safe for a private tree contractor to perform the necessary work. Customers can contact the We Energies for a tree inspection, and the forester will let them know what type of assistance, if any, is needed to safely remove a tree.

We Energies also is implementing solutions to strengthen and improve its grid, which includes:

- Trimming trees on private property that are too close to distribution equipment.
- Installing cutting-edge technology that identifies outages and redirects power.
- Burying miles of power lines.

In addition, in 2023, We Energies started a 10-year storm-hardening plan, approved by the Public Service Commission of Wisconsin, to speed up the company's grid-strengthening efforts, including burying even more power lines.

We Energies 2024 system improvement projects in the village of Elm Grove

The enclosed map shows the location of upcoming We Energies system improvement projects planned in the village of Elm Grove. We Energies will update property owners throughout the construction process to ensure they are aware of any service impacts. During the final planning stages, all customers within the project boundaries will receive a series of letters in the weeks before construction. These letters will:

- Provide a general project description and include a We Energies representative to contact with questions.
- Inform property owners of how their property may be affected by this work.
- Prepare customers for any necessary natural gas service interruption. If natural gas service will be interrupted, a We Energies representative will contact the customer in person to coordinate service interruption details.
- Describe property owner responsibilities to locate and mark private utilities.

PLUGGED IN

We Energies eyes massive increase in removal of dead, dying trees that threaten power lines

**Karl Ebert**

Milwaukee Journal Sentinel

Published 5:04 a.m. CT March 20, 2024 | Updated 9:15 a.m. CT March 20, 2024

We Energies plans to spend \$25 million this year to dramatically accelerate removal of dead and dying trees in southeastern Wisconsin after the January storm that knocked out power to more than 230,000 customers.

Much of the damage was the result of the storm's mix of rain, snow and ice weighing down tree limbs, causing trees and limbs to fall into power lines.

Repairs from the storm cost We Energies \$9.5 million, blowing through its annual storm repair budget and prompting the company to petition the Wisconsin Public Service Commission to allow it to transfer funds to speed up the removal of dead and dying trees in its service area.

"The frequency and intensity of severe storms in southeastern Wisconsin has been a relatively recent phenomenon and the most recent occurrences have caused the company to re-evaluate whether its current forestry practices are adequate in light of this 'new normal,'" the company wrote in its request to spend \$25 million this year to trim or remove trees, about \$6 million more than its current forestry budget.

More: Evers appointment to Public Service Commission ends year of turnover at regulatory agency

Dead, dying ash trees are cause of many downed power lines

The company also plans to seek approval of a \$43 million forestry budget for next year when it files its 2025 rate-adjustment case with the PSC next month.

Accelerating the removal of trees and tree limbs that threaten to topple power lines ties into other company efforts, such as burying some power lines and upgrading others, to harden the system against "extraordinary events," said Dave Megna, vice president of Wisconsin field operations at WEC Energy Group, We Energies' parent company..

The PSC last year authorized We Energies to spend \$700 million on the multi-year storm-hardening program.

A primary culprit in recent outages has been ash trees that have been killed or damaged by the emerald ash borer. The insect has destroyed trees across the state, but it has had an outsized impact in southeastern Wisconsin, where the ash borer was first detected in 2008.

We Energies estimates more than 150,000 dead and dying ash trees pose a risk to its power lines. In addition, drought conditions have weakened fast-growing trees such as sugar maples, box elders, willows which are most prone to losing limbs, Megna said.

The utility also is seeking to expand its trimming and tree removal area from within 10 feet of power lines to 25 feet to protect against dead trees that can be more than 40 feet tall.

"One of our goals here is to be able to increase the distance between those dead trees and our overhead facilities by at least topping them so that if they do fall – and they will fall at some point in time – that they don't fall into our lines and cause outages," Megna said.

Tom Content, executive director of the Wisconsin Citizens Utility Board, said the utility watchdog group is supportive of resiliency initiatives, but has questions that it will raise during the PSC's review about the timing of We Energies' request. Specifically, he said, it's not clear why more money to address a long-standing issue wasn't included in the budget the PSC approved in December and why it now is being asked for outside of that budgeting process.

"We don't want to be seen as against reliability and never spending money, but the question is: What was going on that this problem has become so acute, so suddenly?" he said. "Why the need for this outside of the normal process?"

We Energies will work with property owners on tree removal, trimming

Megna said the company has not yet identified where it would do the work this year or how many trees will be cut. Some of that will be determined by how quickly the PSC grants

approval, after which We Energies would work with its contractor, Asplundh, to expand the available forestry workforce.

He said We Energies crews will survey lines in areas that have been most prone to damage and contact property owners when problem trees are identified.

"In many cases, customers or have been in somewhat of a quandary because these are large trees and when they call an arborist to come and take it down, they're getting estimates for \$5,000 ... and so, a lot of customers, right or wrong, will wait until that tree falls because they can't afford to remove it," Megna said.

In the wake of the January storm, We Energies also asked its customers to identify storm-damaged trees that should be removed or trimmed.

"When you're walking in your backyard, when you're walking in a wooded area, survey the trees around you because there's a lot of broken limbs that haven't fallen," Megna said.

"There's a lot of trees that are leaning up against other trees. I mean, there's just a lot of damage that's out there."

More: Wisconsin's recent winter storms damaged a lot of trees. Here's how you can protect them.



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RECIPIENT:

Village of Elm Grove, Public Works Dept

13600 Juneau Blvd
 Elm Grove, WI 53122-1654
 Phone: 262-782-6700

SERVICE ADDRESS:

13600 Juneau Blvd
 Elm Grove, WI 53122-1654

Quote #2658	
Sent on	2023-04-04
Quoted By:	Max
Lake Job is on	Pond @ The Village Park
Total	\$26,430.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
510-05228-00	Flt SE Ramp, 6x12 Alum (Grey)	1	\$2,646.00	\$2,646.00
510-05051-00	Flt Dock, 6 x 16 Alum (Grey)	1	\$6,908.00	\$6,908.00
510-05101-00	Flt Dock, 8 x 8 Alum (Grey)	2	\$4,843.00	\$9,686.00
510-41615-01	Bench, Grey Powder Coat Alum. w/Armrest	2	\$782.00	\$1,564.00
510-02331-00	Kit,Ladder/Bench Mtg. Hrdw. Floating	2	\$20.00	\$40.00
510-05330-00	Hinge/Trim Kit - 8'	2	\$402.00	\$804.00
510-05363-00	Kit, 9' Guide-pole w/bracket	6	\$320.00	\$1,920.00
	KIT INCLUDES: 510-05324-00 AUGER 510-05364-00 9 FT GUIDE			
misc dock parts	2"x2" 3/8" thickness for Aluminum Angle. Need 88 linear feet of material.	88	\$11.50	\$1,012.00
Labor (without barge)	This is the amount billed for labor without a barge. There is a one hour minimum and then you will be charged in 15 minute increments after the initial hour. Time will be tracked and billed accordingly.	2.5	\$160.00	\$400.00
Delivery	Delivery of materials to site via truck and/or barge.	2	\$150.00	\$300.00
Assembly, Installation, Config.	Includes all assembly, barge on-site installation and adjustment to suit.	1	\$1,150.00	\$1,150.00



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IMPORTANT WARRANTY INFORMATION, PLEASE READ BELOW:

Installation may require multiple visits to complete in its entirety. Customers should not use the equipment until fully installed or directed to by LCB staff as doing so may result in a voided warranty.

Total

\$26,430.00



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9-5990700

RECIPIENT:

Village of Elm Grove, Public Works Dept

13600 Juneau Blvd
Elm Grove, WI 53122-1654
Phone: 262-782-6700

Invoice #200186

Issued	2023-04-05
Due	2023-04-05

Total \$13,215.00

SERVICE ADDRESS:

13600 Juneau Blvd
Elm Grove, WI 53122-1654

Down Payment for Floating Dock

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Customer Initial Down Payment	Initial down payment applied to requested products and services. This amount will be credited toward final invoice.	1	\$13,215.00	\$13,215.00*

* Non-taxable

IF PAYING BY CHECK, DEBIT CARD, OR CASH, PLEASE DEDUCT THE CONVENIENCE FEE FROM YOUR PAYMENT. Please note that a 1.5% finance charge will be assessed to invoices over 30 days and accrues monthly. Thank you for your business!

Subtotal	\$13,215.00
Credit Card Fee (3.0%)	\$0.00
Wisconsin State (5.0%)	\$0.00
Total	\$13,215.00



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RECIPIENT:

Village of Elm Grove, Public Works Dept

13600 Juneau Blvd
 Elm Grove, WI 53122-1654
 Phone: 262-782-6700

SERVICE ADDRESS:

13600 Juneau Blvd
 Elm Grove, WI 53122-1654

Quote #2658	
Sent on	2023-04-04
Quoted By:	Max
Lake Job is on	Pond @ The Village Park
Total	\$26,430.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
510-05228-00	Flt SE Ramp, 6x12 Alum (Grey)	1	\$2,646.00	\$2,646.00
510-05051-00	Flt Dock, 6 x 16 Alum (Grey)	1	\$6,908.00	\$6,908.00
510-05101-00	Flt Dock, 8 x 8 Alum (Grey)	2	\$4,843.00	\$9,686.00
510-41615-01	Bench, Grey Powder Coat Alum. w/Armrest	2	\$782.00	\$1,564.00
510-02331-00	Kit,Ladder/Bench Mtg. Hrdw. Floating	2	\$20.00	\$40.00
510-05330-00	Hinge/Trim Kit - 8'	2	\$402.00	\$804.00
510-05363-00	Kit, 9' Guide-pole w/bracket	6	\$320.00	\$1,920.00
	KIT INCLUDES: 510-05324-00 AUGER 510-05364-00 9 FT GUIDE			
misc dock parts	2"x2" 3/8" thickness for Aluminum Angle. Need 88 linear feet of material.	88	\$11.50	\$1,012.00
Labor (without barge)	This is the amount billed for labor without a barge. There is a one hour minimum and then you will be charged in 15 minute increments after the initial hour. Time will be tracked and billed accordingly.	2.5	\$160.00	\$400.00
Delivery	Delivery of materials to site via truck and/or barge.	2	\$150.00	\$300.00
Assembly, Installation, Config.	Includes all assembly, barge on-site installation and adjustment to suit.	1	\$1,150.00	\$1,150.00



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Total

\$26,430.00



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RECIPIENT:

Village of Elm Grove, Public Works Dept

13600 Juneau Blvd
Elm Grove, WI 53122-1654
Phone: 414-339-1960

SERVICE ADDRESS:

13600 Juneau Blvd
Elm Grove, WI 53122-1654

Donation Pier for Neil Palmer RP

For Services Rendered

Invoice #201207	
Issued	2023-09-13
Due	2023-09-13
Total	\$15,563.09

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
2023-09-01				
510-05228-00	Flt SE Ramp, 6x12 Alum (Grey)	1	\$2,646.00	\$2,646.00
510-05051-00	Flt Dock, 6 x 16 Alum (Grey)	1	\$6,908.00	\$6,908.00
510-05101-00	Flt Dock, 8 x 8 Alum (Grey)	2	\$4,843.00	\$9,686.00
510-41615-01	Bench, Grey Powder Coat Alum. w/Armrest	2	\$782.00	\$1,564.00
510-02331-00	Kit,Ladder/Bench Mtg. Hrdw. Floating	2	\$20.00	\$40.00
510-05330-00	Hinge/Trim Kit - 8'	1	\$402.00	\$402.00
510-05331-00	Hinge/Trim Kit - 6'	1	\$378.00	\$378.00
510-05363-00	Kit, 9' Guide-pole w/bracket	6	\$320.00	\$1,920.00
	KIT INCLUDES: 510-05324-00 AUGER 510-05364-00 9 FT GUIDE			
Misc dock parts	4" width 1/4" thickness for Aluminum Metal strip. Need 108 linear feet of material. (Priced Per Foot)	108	\$11.50	\$1,242.00
Misc. Dock/Lift Parts	24" L x 36" W - Silver Spring Aluminum Adjustable Threshold Ramp	2	\$142.49	\$284.98
001-70105-00	HHCS, 3/8-16 x 1" 18-8 ss	144	\$1.29	\$185.76
001-71017-00	Flatwasher, 3/8" SAE ss 18-8	144	\$0.60	\$86.40
001-76071-00	NUT, NYLOCK 3/8-16 ALUM.	144	\$1.05	\$151.20
Labor (without barge)	This is the amount billed for labor without a barge. There is a one hour minimum and then you will be charged in 15 minute increments after the initial hour. Time will be tracked and billed accordingly.	2.5	\$160.00	\$400.00



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PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Delivery	Delivery of materials to site via truck and/or barge.	2	\$150.00	\$300.00
Assembly, Installation, Config.	Includes all assembly, barge on-site installation and adjustment to suit.	1	\$1,150.00	\$1,150.00
Customer Initial Down Payment	Initial down payment applied to requested products and services. This amount will be credited toward final invoice.	1	-\$13,215.00	-\$13,215.00*
Labor (without barge)	Labor for ramp configuration and installation on to the dock section.	1.75	\$185.00	\$323.75
Labor (without barge)	This is the amount billed for labor without a barge with 1 to 2 technicians. There is a one hour minimum and then you will be charged in 15 minute increments after the initial hour. Time will be tracked and billed accordingly.	6	\$185.00	\$1,110.00

* Non-taxable

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Subtotal	\$15,563.09
TAX EXEMPT (0.0%)	\$0.00
Total	\$15,563.09

[Pay Now](#)



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RECIPIENT:

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 Elm Grove, WI 53122-1654
 Phone: 262-782-6700

SERVICE ADDRESS:

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Quote #2658	
Sent on	2023-04-04
Quoted By:	Max
Lake Job is on	Pond @ The Village Park
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	KIT INCLUDES: 510-05324-00 AUGER 510-05364-00 9 FT GUIDE			
misc dock parts	2"x2" 3/8" thickness for Aluminum Angle. Need 88 linear feet of material.	88	\$11.50	\$1,012.00
Labor (without barge)	This is the amount billed for labor without a barge. There is a one hour minimum and then you will be charged in 15 minute increments after the initial hour. Time will be tracked and billed accordingly.	2.5	\$160.00	\$400.00
Delivery	Delivery of materials to site via truck and/or barge.	2	\$150.00	\$300.00
Assembly, Installation, Config.	Includes all assembly, barge on-site installation and adjustment to suit.	1	\$1,150.00	\$1,150.00



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Total

\$26,430.00

PUBLIC WORKS/UTILITIES (PWUC) COMMITTEE
MEETING MINUTES
Monday, March 18th, 2024 5:30 p.m., Parkview Room

1. Roll call.

Meeting was called to order at 5:31 pm by Mr. Schindler

Present: Mr. Schindler, Mr. Koleski, Mr. Shepherd, Mr. Harley, Ms. Schneider, Mr. Zwirlein and Mr. Eull

Absent: None

Also Present: Mr. Harrigan, Mr. Paul, Mr. Gesch from Ruckert-Mielke and Ms. Basemann from Sustainability Committee

2. Review and act on minutes for March 11th, 2023 Meeting.

The committee suggested some minor corrections. Mr. Koleski moved to approve the March 11th, 2024 minutes as amended. Mr. Schneider seconded. Motion carried 7-0.

3: Review and possible action on Highland Dr. Pathway Bid

Mr. Gesch of Ruckert-Mielke began with a review of his recommendation letter with the committee including a breakdown of costs for the project to date, and anticipated costs to consider with engineering, contingency, etc. amounting to approximately \$784,270.00. In addition, he updated the committee on the discussions he has had with the Office of the Commissioner of Railroads (OCR). In regards to the path crossing at the railroad, OCR informed Mr. Gesch that the review time (at best) is usually 6 months, but was able to give him some constructive feedback as to what would be reasonable to present as a design at a hearing. With that information, Mr. Gesch will make the adjustments to the current design. Due to the anticipated schedule delay for the area near the railroad track crossing, there may be a need to adjust the contract price with the contractor who is awarded the contract in regards to labor and material costs increases if the project will need to be pushed out into 2025. This determination will be made as the project progresses.

Mr. Harrigan informed the committee that he and Mr. Petersen of Ruckert-Mielke met with Craig Webster of the DNR last week and worked through the details of the culvert project. In summary, one concern that was discussed included a discussion on the sanitary conflict, should there be one, will be addressed as a bid item in the bid specification as a repair if the encased concrete pipe was attached to the storm pipe. Additionally, there could be a possible delay due to a no impact window by Wisconsin Fisheries to the start of the project by a couple of weeks.

Further discussion was brought up as far as timing of this project with the cross culvert. Mr. Shepherd asked to be sure we communicate with Mr. Corwin from the Western Racquet Club in regards to the road closure for the culvert. Mr. Harrigan confirmed he would be reaching out to Mr. Corwin this week.

The apparent low bidder for the project is C.W. Purpero who submitted a base bid for \$495,920.00.

After further discussion on the details and factors present in the project, a motion was made by Mr. Zwirlein to recommend approval of the bid submitted by C.W. Purpero for \$495,920.00. The motion was seconded by Ms. Schneider. Motion carried 7-0

4: Other Business

Mr. Shepherd and Mr. Koleski shared their concerns of another power outage from the previous weekend, that ironically occurred in the same week that WE Energies presented their efforts of resiliency in Elm Grove at the Committee of the Whole Meeting. They asked staff to follow up with We Energies to request monthly updates to power outages and other issues they encounter.

Ms. Basemann, representing the Sustainability Committee, was in attendance to follow up with her request on approval to allow for the Village logo to be used on marketing materials for in conjunction with the Midwest Renewable Energy Alliance. Mr. Koleski wanted to understand if this would be taking on any liability on behalf of the Village showing as an endorsement instead of a partner and thought it would be best discussed at the Board level.

5: Adjourn

Mr. Shepherd motioned and Mr. Koleski seconded to adjourn the meeting at 6:46 pm Motion carried 7-0.

Respectfully Submitted
Richard Paul, Jr.
Public Works Director

DRAFT



United States Department of the Interior

U.S. GEOLOGICAL SURVEY

Upper Midwest Water Science Center

Minnesota Office
2280 Woodale Drive
Mounds View, MN 55112
763.783.3100

Wisconsin Office
1 Gifford Pinchot Drive
Madison, WI 53726
608.828.9901

Michigan Office
5840 Enterprise Drive
Lansing, MI 48911
517.887.8903

March 4, 2024

Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122

Subject: Request for permission to install fish cameras on South Park Fields property

To whom it may concern:

I would like to request permission to install a set of long-term fish cameras on near the footbridge at the Village of Elm Grove South Park Fields soccer fields.

To give a little background on this effort, the U.S. Geological Survey (USGS) and Milwaukee Metropolitan Sewerage District (MMSD) are involved in a long-term cooperative study¹. One goal for this piece of the study is to assess the availability of different stretches of stream to fish migrating up from Lake Michigan in the spring and fall. As I'm sure you're aware, MMSD is restoring many of their stream channels, and removing fish barriers along the way to allow these fish access to the upper reaches of streams in the area for spawning. As I'm sure you're also aware, Elm Grove sits in some of the upper reaches of Underwood Creek. While restoration work has been done downstream of your village, there are still many barriers between your village and the lake, including large stretches of concrete-lined stream that are difficult for these fish to navigate. While they may be able to make that journey on occasion, our expectation right now is that the reaches in your village are largely inaccessible to Lake Michigan fish. Our intent is to establish whatever baseline exists now and see how that compares as time moves forward and more downstream reaches are restored/more barriers are removed. We have 3 fish cameras currently deployed in other areas²; all our fish cameras are publicly accessible, and we'd be happy to partner with anyone to help promote their use/exposure. To get a sense of what kinds of images are possible with the equipment we're using, we have posted a video showing images taken downstream at our stream gage on Underwood Creek near Mayfair Road on our website³.

¹ For more details on this project, please visit our website at: <https://www.usgs.gov/centers/upper-midwest-water-science-center/science/milwaukee-metropolitan-sewerage-district-mmsd>.

² Those camera feeds can be accessed through this site: <https://www.usgs.gov/centers/upper-midwest-water-science-center/science/mmsd-watercourse-corridor-study-geomorphology#multimedia>.

³ <https://www.usgs.gov/centers/upper-midwest-water-science-center/science/mmsd-watercourse-corridor-study-geomorphology#2a>



As mentioned above, we'd like to install a set of cameras near the footbridge connecting the soccer fields and parking lot at South Park Fields (approx. coordinates: 43.036981, -88.068999). Installation would include a structure, like the one shown on the left that powers our streamflow gage and fish camera at Little Menomonee River at Donges Bay Road in Mequon⁴. The structure would house batteries, a modem, and a datalogger. A mockup at the site in question is shown below.

The cameras themselves are relatively small and would be connected to the structure via cable and conduit. As described on the image, we would aim to have two cameras: one camera looking down at the stream at a slight angle (from the willow) to catch any dorsal fins popping out of the water, and one mounted to the bottom of the bridge looking directly down at the stream. Conduit connecting these cameras to the structure would be buried where possible, and then anchored to the willow/bridge as they span the distance between the earthen ground and the cameras.

The site would take approximately a day to install and would be visited occasionally (maybe once every couple of months) by a technician to troubleshoot any issues that arise. In terms of timing, our hope is to get this site installed as soon as possible. We have funding to maintain installation through the end of 2025. That said, we anticipate being able to secure further funding in the future to maintain this site and keep it installed for the long term. That said, if at any point our point we lose funding, or this camera becomes de-prioritized within the project, we will come and remove all our equipment from the property.



Please let me know your thoughts. I'd be happy to answer any questions you might have. Thank you for your consideration.

Sincerely,

Michelle Nott, Physical Scientist

⁴ <https://waterdata.usgs.gov/monitoring-location/04087050/#parameterCode=00065&period=P7D&showMedian=false>

March 15, 2024

Mr. Tom Harrigan
Village Manager
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122

RE: Highland Drive North Pedestrian Pathway

Dear Mr. Harrigan:

Bids for the above project were opened on March 14, 2024 at 10:00 a.m. at Village Hall and were as follows:

	BIDDER	BASE BID
1.	<u>C.W. Purpero, Inc.</u>	<u>\$495,920.00</u>
2.	<u>Blaze Landscape, Inc.</u>	<u>\$519,280.00</u>
3.	<u>Poblocki Paving Corp.</u>	<u>\$538,072.00</u>

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors and suppliers.
3. Low bidder has successfully completed similar projects over the last five (5) years.

The following is a breakdown of the Engineering costs for Ruekert & Mielke, Inc. for this project:

- Wetland Delineation: \$3,600
- Survey: \$17,000
- Design/Bidding/Railroad Coordination: \$76,000
- Construction Staking \$26,000
- On-Site Erosion Control Inspections and Construction Review: \$60,250
- Construction Management: \$15,500

Total Engineering Services = \$198,350

Total Base Bid = \$495,920.00

Total Project Cost without Contingency = \$694,270.00

On these bases, we recommend that C.W. Purpero, Inc. be awarded the Highland Drive North Pedestrian Pathway Project in the amount of \$495,920.00. This amount is based on bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary.

We have not received final railroad approval at this time. We are diligently working to get approval from the Office of the Commissioner of the Railroad (OCR) and the Canadian Pacific-Kansas City Railroad (CPKC) for the crossing. There is a chance that this approval is not received until late summer. At that time, it may not be feasible for the Contractor to complete the railroad crossing during the 2024 construction season which would require the work to be completed in 2025. This would result in a Contract time extension and entitle the Contractor to a cost adjustment to account for additional overhead, mobilizations, and material cost increases. It is estimated that the value of work that could be delayed to 2025 is approximately \$70,000. We estimate that the increase for the railroad work would be

Letter to Mr. Tom Harrigan
Highland Drive North Pedestrian Pathway
March 15, 2024
Page 2

about 10-15%, or an additional \$7,000-\$10,500, but we are unable to ascertain that number at this time. Additionally, the Village will need to enter into an agreement with CPKC Railroad for a minor signal modification that we estimate to cost approximately \$25,000 – this signal modification is not included in the project bid. Since final railroad and OCR approval has not been received yet, it is possible additional requirements from both parties could be forthcoming, however, we currently have no information to believe that at this time.

Normally, we would recommend the Village prepare a financial plan to include a project contingency of approximately 10 percent of the construction contract to address unforeseen issues that may come up during construction. For this project, we recommend including a contingency of at least \$90,000, which is approximately 18% of the total construction contract to account for unforeseen issues, possible delays with the railroad, and a signal modification that will need to be made.

This would bring the total project cost with a contingency to \$784,270.00.

Our review did not include an evaluation of bidder's current financial condition nor of their permanent safety program.

Should you decide to accept our recommendation, we have prepared the enclosed Notice of Award for your use. After Village approval has been received, please have the appropriate official sign where indicated and forward a signed copy of the Notice of Award to our office. We will then fill in the date at the top of page one and forward it, with contracts for execution, to the Contractor. One fully completed Notice of Award will be returned to you for your records.

Bids remain subject to acceptance until May 13, 2024, unless Bidder agrees to an extension. Please advise us of your award decision and call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.



Peter W. Gesch, P.E.
Municipal Services Team Leader
pgesch@ruekert-mielke.com

PWG:acI

Encl: Notice of Award
Bid Tabulation

cc: Richard Paul, Jr., Village of Elm Grove
Katherine Gehl, Village of Elm Grove
Monica Hughes, Village of Elm Grove
Anthony D. Petersen, P.E., Ruekert & Mielke, Inc.

NOTICE OF AWARD

Date of Issuance: _____

Contract: Highland Drive North Pedestrian Pathway	Owner:	Village of Elm Grove
Bidder: C.W. Purpero, Inc.	Engineer:	Ruekert & Mielke, Inc.
Address: 7030 South 13 th St. Oak Creek, WI 53154-1429	Engineer's Project No.:	38-10028.200

TO BIDDER:

You are notified that your Bid dated March 14, 2024 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

Highland Drive North Pedestrian Pathway

The Contract Price of your Contract is: \$ 495,920.00

Two (2) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award, or have been transmitted or made available to Bidder electronically.

Two (2) sets of the Drawings will be delivered separately, or otherwise made available to Bidder electronically.

Bidder must comply with the following conditions precedent within 15 days of the date of issuance of this Notice of Award:

1. Deliver to Engineer one (1) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the Performance Bond, Payment Bond as specified in the Instructions to Bidders (Article 21), General Conditions (Paragraph 6.01), and Supplementary Conditions (Paragraph SC-6.01).
3. Deliver with the executed Agreement certificates and other evidence of insurance as specified in the General Conditions (Article 6) and the Supplementary Conditions modifying Article 6 of the General Conditions.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Engineer will return to you one fully executed counterpart of the Agreement.

Owner: _____ VILLAGE OF ELM GROVE _____

Signature: _____
Authorized Signature

Title: _____

Date: _____

Copy: Engineer

COST COMPARISON OF BIDDERS

OWNER: Village of Elm Grove
PROJECT: Highland Drive North Pedestrian Pathway
BID OPENING DATE: March 14, 2024

BASE BID				C.W. Purpero, Inc.		Blaze Landscape, Inc.		Poblocki Paving Corp.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
1	Mobilization	L.S.	1	\$15,000.00	\$15,000.00	\$50,000.00	\$50,000.00	\$14,000.00	\$14,000.00
2	Traffic Control	L.S.	1	\$8,000.00	\$8,000.00	\$50,000.00	\$50,000.00	\$7,332.00	\$7,332.00
3	Manufactured perimeter control devices	L.F.	865	\$5.00	\$4,325.00	\$10.00	\$8,650.00	\$7.00	\$6,055.00
4	Manufactured ditch checks	EA.	16	\$160.00	\$2,560.00	\$175.00	\$2,800.00	\$98.00	\$1,568.00
5	Inlet sediment guards, Type D	EA.	11	\$130.00	\$1,430.00	\$350.00	\$3,850.00	\$153.00	\$1,683.00
6	Field stone riprap	TON	24	\$200.00	\$4,800.00	\$185.00	\$4,440.00	\$171.00	\$4,104.00
7	Clearing and grubbing	L.S.	1	\$2,100.00	\$2,100.00	\$9,000.00	\$9,000.00	\$8,310.00	\$8,310.00
8	Tree Removal	L.S.	1	\$34,600.00	\$34,600.00	\$19,000.00	\$19,000.00	\$12,200.00	\$12,200.00
9	Storm sewer main, 12-inch CMP, w/ granular backfill	L.F.	260	\$111.00	\$28,860.00	\$85.00	\$22,100.00	\$104.00	\$27,040.00
10	Storm sewer main, 18-inch CMP, w/ granular backfill	L.F.	148	\$120.00	\$17,760.00	\$95.00	\$14,060.00	\$162.00	\$23,976.00
11	Storm sewer main, 24-inch CMP, w/ granular backfill	L.F.	6	\$225.00	\$1,350.00	\$235.00	\$1,410.00	\$133.00	\$798.00
12	Storm sewer main, 36-inch CMP, w/ granular backfill	L.F.	36	\$180.00	\$6,480.00	\$175.00	\$6,300.00	\$317.00	\$11,412.00
13	Storm sewer manhole, 84-inch	EA.	1	\$20,700.00	\$20,700.00	\$15,000.00	\$15,000.00	\$22,832.00	\$22,832.00
14	Field inlet, 2x3-feet	EA.	6	\$2,970.00	\$17,820.00	\$2,000.00	\$12,000.00	\$5,296.00	\$31,776.00
15	Storm sewer end section, 12-inch CMP	EA.	3	\$370.00	\$1,110.00	\$350.00	\$1,050.00	\$275.00	\$825.00
16	Storm sewer end section 18-inch CMP	EA.	1	\$425.00	\$425.00	\$490.00	\$490.00	\$1,658.00	\$1,658.00
17	Storm sewer end section 36-inch CMP	EA.	1	\$2,730.00	\$2,730.00	\$2,400.00	\$2,400.00	\$2,014.00	\$2,014.00
18	Construct multi-use path to subgrade	L.S.	1	\$82,000.00	\$82,000.00	\$110,000.00	\$110,000.00	\$89,940.00	\$89,940.00
19	Remove and salvage miscellaneous landscaping	L.S.	1	\$3,500.00	\$3,500.00	\$8,000.00	\$8,000.00	\$7,920.00	\$7,920.00
20	Excavation below subgrade (EBS), if required	C.Y.	225	\$64.00	\$14,400.00	\$30.00	\$6,750.00	\$75.00	\$16,875.00
21	Geotextile subgrade stabilization, if required	S.Y.	675	\$9.00	\$6,075.00	\$15.00	\$10,125.00	\$11.00	\$7,425.00
22	Excavation below subgrade (EBS) backfill, if required	TON	450	\$52.00	\$23,400.00	\$30.00	\$13,500.00	\$36.00	\$16,200.00
23	Crushed aggregates base course	TON	1,000	\$48.00	\$48,000.00	\$25.00	\$25,000.00	\$50.00	\$50,000.00
24	Concrete curb and gutter replacement	L.F.	30	\$165.00	\$4,950.00	\$75.00	\$2,250.00	\$143.00	\$4,290.00
25	6" Concrete ramp and landing	S.F.	450	\$29.00	\$13,050.00	\$15.00	\$6,750.00	\$26.00	\$11,700.00
26	Detectable warning field	S.F.	120	\$41.00	\$4,920.00	\$35.00	\$4,200.00	\$50.00	\$6,000.00
27	3-inch Asphaltic concrete multi-use path	S.Y.	1,650	\$32.00	\$52,800.00	\$25.00	\$41,250.00	\$27.00	\$44,550.00
28	4-inch Asphaltic concrete pathway through driveways and driveway replacement (two layers)	S.Y.	300	\$52.00	\$15,600.00	\$45.00	\$13,500.00	\$44.00	\$13,200.00
29	Asphalt ditch replacement	S.Y.	90	\$40.00	\$3,600.00	\$35.00	\$3,150.00	\$97.00	\$8,730.00
30	Pavement marking, 18-inch white stop bar, paint	L.F.	85	\$17.00	\$1,445.00	\$17.00	\$1,445.00	\$21.00	\$1,785.00
31	Pavement marking, 6-inch white crosswalk, paint	L.F.	355	\$6.00	\$2,130.00	\$12.00	\$4,260.00	\$15.00	\$5,325.00
32	Railroad signs	EA.	6	\$310.00	\$1,860.00	\$1,000.00	\$6,000.00	\$421.00	\$2,526.00
33	Railroad sign posts	EA.	4	\$360.00	\$1,440.00	\$1,000.00	\$4,000.00	\$312.00	\$1,248.00
34	Remove and reinstall mailbox, if required	EA.	5	\$180.00	\$900.00	\$750.00	\$3,750.00	\$715.00	\$3,575.00
35	Topsoil, turf grass seed, fertilizer and erosion matting	S.Y.	2,600	\$13.00	\$33,800.00	\$8.00	\$20,800.00	\$22.00	\$57,200.00
36	CPKC Railroad Flagger Allowance	L.S.	1	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
TOTAL OF ALL ESTIMATED PRICES (ITEMS 1-36)					\$495,920.00		\$519,280.00		\$538,072.00

BID SUMMARY

Highland Drive North Pedestrian Pathway

Village of Elm Grove, Waukesha County, Wisconsin

Bids Open: Thursday, March 14, 2024 / 10:00 A.M.

CONTRACTOR	Bid Bond	Addendum 1	Addendum 2	BASE BID
Blaze Landscape, Inc.	X	X	X	\$519,280.00
C.W. Purpero, Inc.	X	X	X	\$495,920.00
Poblocki Paving Corp.	X	X	X	\$538,072.00

APPARENT LOW BID:	\$495,920.00
APPARENT LOW BIDDER:	C. W. Purpero, Inc.

RUEKERT & MIELKE, INC.
W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

Village of Elm Grove Transportation Fund

Fund created in 2022

	2022	2023	2024
Fund Balance at beg of year	-	344,951	975,061
Revenue			
Tax Levy	550,000	550,000	550,000
Trf of funds from capital	233,400		
pathways			
bridges		240,000	
Trf from Debt		40,000	40,000 estimated
Interest earnings		40,419	40,000 estimated
Donations for pathways		5,887	
Other sources			
Debt Issuance		1,000,000	
LRIP funds due from Watertown Plank Road			30,800
			R Paul- must re-submit with addl information due to changed roads paved
Total Revenue	783,400	1,876,306	660,800
Expenditures			
Watertown Plank Road paving	357,840		
Sunny Slope Rd paving	47,003		
Gebhardt Road	33,606	1,208,856	
Highland Pathway design		37,340	
2024 Highland Pathway costs			746,930
2024 Road paving			800,000
			cost per R&M 3.15.24
			784,270
total Expenditures	438,449	1,246,196	1,546,930
Fund Balance Year End	344,951	975,061	88,931

RESOLUTION NO. 20240326C

A RESOLUTION OF SUPPORT FOR THE HIGHLAND DRIVE NORTH PEDESTRIAN PATHWAY
AND THE CREATION OF A NEW PEDESTRIAN CROSSING
AT THE HIGHLAND DRIVE CPKC RAILROAD COORIDOR

WHEREAS, the Village acknowledges the importance of pedestrian pathways and the enhancements they contribute to residential quality of life; and

WHEREAS, with the assistance of the Ad Hoc Pedestrian Pathway Committee, the Village Board has prioritized several locations within the community where new pedestrian pathway extensions will be constructed; and

WHEREAS, the Highland Drive North Pedestrian Pathway has been ranked as the highest prioritization for new pedestrian pathway installations; and

WHEREAS, the new Highland Drive North Pedestrian Pathway will allow for the interconnection of the existing pathway system on North Avenue, Pilgrim Parkway and Gebhardt Road; and

WHEREAS, the Highland Drive North Pedestrian Pathway will afford residents the ability to safely travel on the new off-road shoulder pathway system located on Highland Drive; and

WHEREAS, Highland Drive is considered to be a dangerous roadway for pedestrian traffic due to existing topography and steep road shoulder embankments; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Elm Grove supports the Highland Drive North Pedestrian Pathway Project which creates a new pedestrian crossing at the Highland Drive Canadian Pacific Kansas City Railroad corridor.

Adopted this 26th day of March 2024 by the Elm Grove Village Board of Trustees

VILLAGE OF ELM GROVE

James Koleski, Village President

Katie Panella, Village Clerk

RESOLUTION NO. 20240326b
RESOLUTION TO APPROVE THE SUBURBAN CRITICAL
INCIDENT TEAM AGREEMENT

WHEREAS, the Suburban Critical Incident Team (SCIT) has effectively provided law enforcement mutual aid to its participants since 2013; and

WHEREAS, the SCIT Mutual Aid Agreement has not been substantially updated since 2013; and

WHEREAS, the SCIT Mutual Aid Agreement is in need of updating to be consistent with other cooperative agreements similar to the Suburban Mutual Assistance Response Team; and

WHEREAS, we have now received a recommendation from Chief Jeff Hingiss, New Berlin Police Department, recommending that we enter into the SCIT Mutual Aid Agreement, which will update and replace the current Agreement and allow for our continued participation in this Cooperative Mutual Aid Program to better serve the City and region.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Elm Grove that the SCIT Agreement is hereby approved and that the officials named below are authorized to execute the same on behalf of the Village.

BE IT FURTHER RESOLVED that this updated SCIT Mutual Aid Agreement hereby supersedes the existing SCIT Mutual Aid Agreement entered into by the Village.

BE IT FURTHER RESOLVED that Police Department Staff is hereby directed to take such steps as is necessary to effectuate the intention of this Resolution.

Dated this 26th day of March, 2024.

Village of Elm Grove

Village of Elm Grove

By: _____
James Koleski, Village President

By: _____
Katie Panella, Village Clerk

	City of Brookfield	Village of Chenequa	City of Delafield
	Village of Elm Grove	Village of Hartland	Village of Mukwonago
	City of Muskego	City of New Berlin	Village of Pewaukee

Title:	Suburban Critical Incident Team Mutual Aid Agreement				
Issued:	09-12-95	Updated:	01-13-24	Pages:	13

The undersigned Agencies agree pursuant to Wisconsin Statutes as follows:

Section 1. PURPOSE OF AGREEMENT

This Agreement is made in recognition of the fact that situations may occur which are beyond the ability of the individual law enforcement Agency to deal with effectively in terms of personnel, equipment and available resources. Each Agency in the Suburban Critical Incident Team (SCIT) expresses its intent to assist the other Agencies by assigning some of its specially trained personnel and available resources to permit the law enforcement Agency of each municipality to more fully safeguard the lives, persons and property of all citizens.

Section 2. DEFINITIONS

For the purpose of this Agreement, the following terms are defined as follows:

A. AGENCY

A law enforcement organization recognized by its city, village, town, county or state.

B. AIDING AGENCY

A municipality furnishing police equipment and personnel to a Requesting Agency, pursuant to this Agreement.

C. ASSIGNMENTS

A predetermined listing of Aiding Agency personnel and equipment that will respond to aid a Requesting Agency.

D. CHIEF

The head of law enforcement for a Participating Agency is referred to herein as “Chief,” and collectively the heads of law enforcement for all Participating Agencies are referred to herein as “Chiefs.” Collectively, and individually the “Chief.”

E. GOVERNING BOARD

Consists of the Police Chiefs of the Participating Agencies.

F. MUTUAL AID

Services provided by an Aiding Agency to a Requesting Agency outside the Aiding Agency's home jurisdiction to a Tactical Incident.

G. PARTICIPATING AGENCY

An Agency that commits itself to this Mutual Aid Agreement by adopting an ordinance or resolution authorizing participation.

H. REQUESTING AGENCY

A municipality requesting police equipment and personnel due to a Tactical Incident, pursuant to this Agreement.

I. SUBURBAN CRITICAL INCIDENT TEAM

The Wisconsin law enforcement Agencies participating in this Mutual Aid Agreement, collectively.

J. TACTICAL INCIDENT

An emergency situation or potential situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government.

Section 3. AGREEMENT TO EFFECTUATE THE MUTUAL AID PLAN

The senior on-duty officer of each Participating Agency is authorized to do the following:

- A. Whenever a Tactical Incident occurs or is likely to occur, the Requesting Agency's senior on-duty officer shall request assistance of the Aiding Agencies under the terms of this Agreement.
- B. The senior on-duty officers of the Aiding Agencies are authorized to and shall take the following action upon receipt of a request for aid pursuant to this Agreement:
 - 1. Promptly determine what resources are required according to the situation.
 - 2. Promptly determine if the required personnel and equipment can be committed in response to the request from the Requesting Agency.
 - 3. If so, promptly dispatch the required personnel and equipment to the Requesting Agency in accordance with team operating procedures.
- C. The rendering of assistance under the terms of this Agreement is not mandatory. The Aiding Agency's senior on-duty officer may determine not to respond, for example, if the available personnel and equipment are required for the Aiding Agency's protection. In that event, the

Aiding Agency's senior on-duty officer must promptly notify the Requesting Agency of the same. The senior on-duty officer's judgment is final.

- D. The Requesting Agency's senior on-duty officer shall assume full responsibility and incident command for operations for the Tactical Incident along with the SCIT Tactical Commander.
- E. The Requesting Agency may request Mutual Aid under this Agreement only for Tactical Incidents. Aiding Agencies will be released and returned to duty in their home jurisdictions as soon as the situation is restored to the point which permits the Requesting Agency to adequately handle it with its own resources. Aiding Agencies may also return to duty in their own home jurisdiction at any time, upon notifying the SCIT Tactical Commander, if the Aiding Agency's senior on-duty officer determines the required equipment and personnel can no longer be committed to the Tactical Incident.

Section 4. STATUTORY AUTHORITIES

This Agreement is entered pursuant to Wisconsin Statutes §66.0301. The following statutory rights and responsibilities shall apply.

- A. Wisconsin Statutes §66.0313: Law enforcement; mutual assistance.
- B. Wisconsin Statutes §66.0513: Police, pay when acting outside county or municipality.
- C. Wisconsin Statutes §895.35: Expenses in actions against municipal and other officers.
- D. Wisconsin Statutes §895.46: State and political subdivisions thereof to pay judgments taken against officers.

To ensure compliance with State laws and to avoid ambiguity, all future amendments and recodification of the foregoing statutes, and judicial interpretations thereof, are incorporated herein and shall apply. Nothing contained within this paragraph or Agreement is intended to be a waiver or estoppel of the municipality or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained with Wisconsin Statutes 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

Section 5. EXPENSES

All expenses incurred during participation in this Agreement shall be borne by each Participating Agency, and Participating Agencies shall not be required to pay or reimburse any other Participating Agency for any expenses incurred in the course of participation, except as set forth in this paragraph. In the case of highly unusual or excessively burdensome expenses, worker's compensation, or significant events involving death or serious injury to an officer, Wis. Stat. §§ 66.0313 and 66.0513 will apply, and an Aiding Agency may submit requests for reimbursement to the Requesting Agency. Nothing herein shall be interpreted to prevent Participating Agencies from voluntarily cooperating in law enforcement services, including voluntary sharing of equipment or facilities and voluntarily providing services without seeking reimbursement of costs. Each Participating Agency hereby authorizes its Chief/Sheriff to exercise discretion in cooperating with Participating Agencies.

Section 6. INSURANCE

Each Participating Agency shall maintain insurance coverage to protect against risks arising out of this Agreement, which shall include general liability coverage with contractual liability coverage, automobile liability coverage, workers compensation coverage, and such additional coverage and amounts as further specified by the Chiefs/Sheriffs.

Section 7. NO THIRD-PARTY BENEFICIARIES

This Agreement is solely between the Participating Agencies, each of whom acts individually in the performance of this Agreement. There are no third-party beneficiaries to this Agreement. No separate entities are hereby created.

Section 8. ADMINISTRATION

This Agreement shall be administered within the SCIT By-Laws by the Governing Board of the Participating Agencies.

Section 9. TERMINATION

Any Participating Agency may voluntarily withdraw from this Agreement by notifying the Chiefs of the other Participating Agencies in writing, whereupon the withdrawing Agency will terminate participation ninety (90) days from the date of written notice. The Chiefs may adopt procedures for involuntarily terminating Agencies who fail to comply with the terms of this Agreement or By-laws and may exercise that authority.

Section 10. EFFECTIVE DATE

This Agreement shall be in full force and in effect with the passage and approval of an Ordinance or Resolution by each Participating Agency's municipal governing body, in the manner provided by law, and its execution by authorized officials. This Agreement supersedes any agreement between any of the Participating Agencies concerning the Suburban Critical Incident Team.

Section 11. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which is an original and all of which taken together form one single document. Signatures delivered in original form or electronically shall be effective.

Section 12. AMENDMENTS AND SEVERABILITY.

This Agreement may be amended, but only in writing duly executed by all the parties. The provisions of this Agreement are severable and if a court of competent jurisdiction holds any portion of this Agreement unconstitutional or invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

City of Brookfield

By: _____
Mayor Steven V. Ponto

By: _____
Police Chief James Adlam

Michelle Luedtke, City Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Steven V. Ponto, Michelle Luedtke, and James Adlam, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Renee J. Tadych, Deputy City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____



City of Delafield

By: _____
Mayor Kent Atwell

By: _____
Police Chief Landon Nyren

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Kent Atwell and Landon Nyren, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Molly Schneider, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

City of Muskego

By: _____
Mayor Rick Petfalski

By: _____
Police Chief Steve Westphal

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Rick Petfalski and Steve Westphal, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Kerri Roller, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

City of New Berlin

By: _____
Mayor David Ament

By: _____
Police Chief Jeff Hingiss

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named David Ament and Jeff Hingiss, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Rubina Medina, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Chenequa

By: _____
President JoAnn Villacencio

By: _____
Police Chief Dan Neumer

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named JoAnn Villacencio and Dan Neumer, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Deanna Braunshweig, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Elm Grove

By: _____
President Jim Koleski

By: _____
Police Chief Jason Hennen

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jim Koleski and Jason Hennen, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Katie Panella, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Hartland

By: _____
President Jeffrey Pfannerstill

By: _____
Police Chief Torin Misko

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeffrey Pfannerstill and Torin Misko, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Santee Policello, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Mukwonago

By: _____
President Fred Winchowky

By: _____
Police Chief Dan Streit

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Fred Winchowky and Dan Streit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Diana Dykstra, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

Village of Pewaukee

By: _____
President Jeff Knutson

By: _____
Police Chief Tim Heier

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeff Knutson and Tim Heier, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Cassandra Smith, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

MUTUAL AID AGREEMENT

Pursuant to the authority granted by Wis. Stat. § 66.0301, this Mutual Aid Agreement (hereinafter “Agreement”) is made and entered into this ____ day of _____, 2024, by and between the Cities of Delafield, Muskego and New Berlin, and the Villages of Chenequa, Elm Grove, Hartland, Mukwonago, and Pewaukee (hereinafter collectively referred to as “SCIT”) and the City of Brookfield (hereinafter referred to as “Brookfield”).

WHEREAS, the Cities of Brookfield, Delafield, Muskego and New Berlin, as well as the Villages of Chenequa, Elm Grove, Hartland, Mukwonago, and Pewaukee have entered into the Suburban Critical Incident Team Mutual Aid Agreement (“SCIT Agreement”) pursuant to Wisconsin Statutes Section 66.0301 for purposes of providing mutual aid for police Tactical Incidents between the various communities to address situations which may occur that are beyond the ability of any one of the individual participating communities to deal with in terms of personnel, equipment, and available resources; and

WHEREAS, the SCIT Agreement acknowledges and is subject to Wisconsin Statute § 66.0313 dealing with law enforcement mutual assistance; Wisconsin Statute § 66.0513, dealing with police pay when acting outside a municipality or county; Wisconsin Statute § 895.35, dealing with expenses and actions against municipal and other officers; and § 895.46, dealing with judgments being paid by political subdivisions regarding judgments taken against officers; and

WHEREAS, Brookfield is interested in enabling members of its Fire Department to receive training regarding Tactical Emergency Medical Services (hereinafter referred to as “TEMS”), as well as having its employees, who are trained and certified to provide TEMS, available to provide TEMS during SCIT Tactical Incidents; and

WHEREAS, the SCIT and Brookfield wish to formalize their intergovernmental cooperation and mutual aid agreement through this Agreement.

NOW, THEREFORE, SCIT and Brookfield do hereby covenant and agree as follows:

1. For purposes of this Agreement, the following definitions shall apply:
 - a. **Aiding Agency** – A municipality furnishing emergency services equipment and personnel to a Requesting Agency, pursuant to this Agreement.
 - b. **Mutual Aid** – services provided by an Aiding Agency to a Requesting Agency outside the Aiding Agency’s home jurisdiction due to a Tactical Incident.
 - c. **Requesting Agency** – a municipality requesting emergency services equipment and personnel due to a Tactical Incident.
 - d. **Tactical Incident** – an emergency situation or potential situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government.
2. Brookfield and the SCIT acknowledge they have been duly authorized by the municipalities participating in this SCIT and its governing body to enter into, and

from time to time execute, agreements with other municipalities for mutual aid related to fire and police services.

3. The parties acknowledge that whenever a Tactical Incident occurs that is of such magnitude and consequence that results in utilization of the SCIT team, the availability and assistance of emergency medical personnel who have received training and are certified to provide TEMS would be beneficial.
4. In consideration of Brookfield permitting TEMS-certified staff to assist the SCIT on a mutual aid basis, SCIT agrees to assist Brookfield in training of its Fire Department personnel for TEMS so as to obtain certification for Brookfield Fire Department personnel to provide TEMS.
5. To ensure operational readiness, Brookfield agrees to regularly have its Fire Department's TEMS personnel attend SCIT training as required by the SCIT Governing Board and any policies or procedures issued by the Board.
6. Whenever a Tactical Incident occurs or is likely to occur, the Senior On-duty Officer of the Requesting Agency shall request trained TEMS Brookfield Fire Department personnel who have been approved by the SCIT Governing Board to aid the SCIT. The Senior On-duty Officer of Brookfield's Fire Department, upon receiving a request from the Senior On-duty Officer of the Requesting Agency, shall determine as soon as reasonably practicable what resources of the Brookfield Fire Department are required to address the situation and, in addition, to determine if the required equipment and personnel can be committed in response to the request from the Requesting Agency. If a determination is made by the Brookfield Fire Department Senior On-duty Officer that staff and equipment are available and can be deployed in response to the incident, the Brookfield Fire Department Supervisor shall dispatch, as soon as possible, the personnel and equipment to the Requesting Agency in accordance with the SCIT's Governing Board's policies and/or procedures.
7. The rendering of assistance by the Brookfield Fire Department, under the terms of this Agreement, is not mandatory. The Brookfield Fire Department Senior On-duty Officer may determine not to respond, for example, if the available personnel and equipment are required for the protection of Brookfield Fire Department's home jurisdiction. In that event, the Brookfield Fire Department's Senior On-duty Officer must immediately notify the Requesting Agency of that circumstance.
8. The Senior On-duty Officer of the Requesting Agency shall assume full responsibility and incident command for the operations for the Tactical Incident along with the SCIT Tactical Commander. The Brookfield Fire Department's TEMS personnel shall be fully responsible, however, for operational decisions involving medical treatment in coordination with the Senior On-Duty Officer of the Requesting Agency and the SCIT Tactical Commander.

9. The Requesting Agency may request mutual aid under this Agreement only for Tactical Incidents. The Brookfield Fire Department TEMS personnel will be released and returned to duty in their home jurisdiction as soon as the situation is restored to the point where the assistance of the Brookfield Fire Department's TEMS personnel are no longer necessary. The Brookfield Fire Department may also request that their personnel return to duty in their home jurisdiction at any time, upon notifying the SCIT Tactical Commander, if the Brookfield Fire Department's senior on-duty officer determines the required equipment and personnel can no longer be committed to the Tactical Incident.
10. Each participating agency of SCIT and the Brookfield Fire Department assume the responsibility, including legal and financial responsibility, for members of their own departments acting pursuant to this Agreement. All expenses incurred during participation in this Agreement shall be borne by each party, and parties shall not be required to pay or reimburse any other party for any expenses incurred in the course of participation, except as set forth in this paragraph. In the case of highly unusual or excessively burdensome expenses, worker's compensation, or significant events involving death or serious injury to an officer or personnel, Wis. Stat. §§ 66.0313 and 66.0513 will apply, including for the Brookfield Fire Department under this Agreement, and an Aiding Agency may submit requests for reimbursement to the Requesting Agency. Nothing herein shall be interpreted to prevent the parties from voluntarily cooperating in the services contemplated by this Agreement, including voluntary sharing of equipment or facilities and voluntarily providing services without seeking reimbursement of costs. Each party hereby authorizes its Chief/Sheriff to exercise discretion in cooperating with the other parties.
11. The Brookfield Fire Department may withdraw from participation in this Agreement upon ninety (90) days written notice to the other parties. The SCIT municipalities may withdraw from participation in this Agreement upon 90 days written notice to the Brookfield Fire Department upon a majority vote of the SCIT Governing Board.
12. Except as set forth in Section 10 above, the parties to this Agreement acknowledge that the provisions of Wisconsin Statutes §§ 66.0313, 66.0513, 895.35 and 895.46 are incorporated into this Agreement and shall apply to this relationship between the parties. To ensure compliance with state law and to avoid ambiguity, all future amendments and recodification of the foregoing statutes and judicial interpretations thereof are incorporated herein and shall apply.
13. Nothing contained within this paragraph or Agreement is intended to be a waiver or estoppel of the ability of municipality or its insurer to rely upon the limitations, defenses and immunities set forth under Wisconsin law, including those contained under Wisconsin Statute §§ 893.80, 895.52 and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall

not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims under Wisconsin Law.

14. Each party shall maintain insurance coverage to protect against risks arising out of this Agreement, which shall include general liability coverage with contractual liability coverage, automobile liability coverage, workers compensation coverage and such additional coverage in amounts as further specified by the Chiefs or parties.
15. This Agreement is solely between the parties, each of whom acts individually in the performance of this Agreement. There are no third-party beneficiaries to this Agreement and no separate entities are hereby created.
16. This Agreement shall become effective upon its passage and publication by each party's governing body, in the manner provided by law, and its execution by the authorized officials.
17. This Agreement may be executed in multiple counterparts, each of which is an original and all of which taken together form one single document. Signatures delivered in original form or electronically shall be effective.
18. This Agreement may be amended, but only in writing duly executed by all the parties.
19. The provisions of this Agreement are severable and if a court of competent jurisdiction holds any portion of this Agreement unconstitutional or invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

[Signature Pages to Follow]

**SCIT:
City of New Berlin**

By: _____
Mayor David Ament

By: _____
Police Chief Jeff Hingiss

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named David Ament and Jeff Hingiss, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Rubina Medina, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Chenequa**

By: _____
President JoAnn Villacencio

By: _____
Police Chief Dan Neumer

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named JoAnn Villacencio and Dan Neumer, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Deanna Braunshweig, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Hartland**

By: _____
President Jeffrey Pfannerstill

By: _____
Police Chief Torin Misko

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeffrey Pfannerstill and Torin Misko, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Santee Policello, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Mukwonago**

By: _____
President Fred Winchowky

By: _____
Police Chief Dan Streit

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Fred Winchowky and Dan Streit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Diana Dykstra, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Pewaukee**

By: _____
President Jeff Knutson

By: _____
Police Chief Tim Heier

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeff Knutson and Tim Heier, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Cassandra Smith, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

MUTUAL AID AGREEMENT

Pursuant to the authority granted by Wis. Stat. § 66.0301, this Mutual Aid Agreement (hereinafter “Agreement”) is made and entered into this ____ day of _____, 2024, by and between the Cities of Brookfield, Muskego, and New Berlin, and the Villages of Elm Grove, Hartland, Mukwonago, and Pewaukee (hereinafter collectively referred to as “SCIT”) and the LAKE COUNTRY FIRE AND RESCUE FIRE BOARD (hereinafter referred to as the “Board”).

WHEREAS, the Cities of Brookfield, Delafield, Muskego and New Berlin, as well as the Villages of Chenequa, Elm Grove, Hartland, Mukwonago, and Pewaukee have entered into the Suburban Critical Incident Team Mutual Aid Agreement (“SCIT Agreement”) pursuant to Wisconsin Statutes Section 66.0301 for purposes of providing mutual aid between the various communities to address situations which may occur that are beyond the ability of any one of the individual participating communities to deal with in terms of personnel, equipment, and available resources; and

WHEREAS, the SCIT Agreement acknowledges and is subject to Wisconsin Statute § 66.0313 dealing with law enforcement mutual assistance; Wisconsin Statute § 66.0513, dealing with police pay when acting outside a municipality or county; Wisconsin Statute § 895.35, dealing with expenses and actions against municipal and other officers; and § 895.46, dealing with judgments being paid by political subdivisions regarding judgments taken against officers; and

WHEREAS, the Board is responsible for overseeing the operation of the Lake Country Fire and Rescue, which was created by an Inter-municipal Agreement between the Villages of Chenequa, Nashotah, Oconomowoc Lake and Wales, as well as the Towns of Delafield and Genesee, and the City of Delafield for the purpose of providing fire and paramedic protection by a Joint Fire Department; and

WHEREAS, the Board is interested in enabling members of its Department to receive training regarding Tactical Emergency Medical Services (hereinafter referred to as “TEMS”), as well as qualifying employees of the Lake Country Fire Department (hereinafter referred to as the “LCFR Department”), who are trained and certified to provide TEMS, available to provide TEMS during SCIT Tactical Incidents; and

WHEREAS, the SCIT and the Board wish to formalize their intergovernmental cooperation and mutual aid agreement through this Agreement.

NOW, THEREFORE, SCIT and the Board do hereby covenant and agree as follows:

1. For purposes of this Agreement, the following definitions shall apply:
 - a. **Aiding Agency** – A municipality furnishing emergency services equipment and personnel to a Requesting Agency, pursuant to this Agreement.

- b. **Mutual Aid** – services provided by an Aiding Agency to a Requesting Agency outside the Aiding Agency’s home jurisdiction due to a Tactical Incident.
 - c. **Requesting Agency** – a municipality requesting emergency services equipment and personnel due to a Tactical Incident.
 - d. **Tactical Incident** – an emergency situation or potential situation that threatens or causes loss of life and property and exceeds the physical and organizational capabilities of a unit of local government.
2. The Board and the SCIT acknowledge they have been duly authorized by the municipalities participating in this SCIT and the LCFR Department to enter into, and from time to time execute, agreements with other municipalities for mutual aid related to fire and police services.
 3. The parties acknowledge that whenever a Tactical Incident occurs that is of such magnitude and consequence that results in utilization of the SCIT team, the availability and assistance of emergency medical personnel who have received training and are certified to provide TEMS would be beneficial.
 4. In consideration of the Board permitting TEMS-certified staff to assist the SCIT on a mutual aid basis, SCIT agrees to assist the LCFR Department in training of LCFR Department personnel for TEMS so as to obtain certification for LCFR Department personnel to provide TEMS.
 5. To ensure operational readiness, the LCFR Department agrees to regularly have TEMS personnel attend SCIT training as required by the SCIT Governing Board and any policies or procedures issued by the Board.
 6. Whenever a Tactical Incident occurs or is likely to occur, the Senior On-duty Officer of the Requesting Agency shall request trained TEMS LCFR personnel who have been approved by the SCIT Governing Board to aid the SCIT. The Senior On-duty Officer of the LCFR Department, upon receiving a request from the Senior On-duty Officer of the Requesting Agency, shall determine as soon as reasonably practicable what resources of the LCFR Department are required to address the situation and, in addition, to determine if the required equipment and personnel can be committed in response to the request from the Requesting Agency. If a determination is made by the LCFR Senior On-duty Officer that staff and equipment are available and can be deployed in response to the incident, the LCFR Department Supervisor shall dispatch, as soon as possible, the personnel and equipment to the Requesting Agency in accordance with the SCIT’s Governing Board’s policies and/or procedures.
 7. The rendering of assistance by the LCFR Department, under the terms of this Agreement, is not mandatory. The LCFR Senior On-duty Officer may determine not to respond, for example, if the available personnel and equipment are required for the protection of the LCFR’s home jurisdiction. In that event, the LCFR

Department's Senior On-duty Officer must immediately notify the Requesting Agency of that circumstance.

8. The Senior On-duty Officer of the Requesting Agency shall assume full responsibility and incident command for the operations for the Tactical Incident along with the SCIT Tactical Commander,. The LCFR Department TEMS personnel shall be fully responsible, however, for operational decisions involving medical treatment in coordination with the Senior On-Duty Officer of the Requesting Agency and the SCIT Tactical Commander.
9. The Requesting Agency may request mutual aid under this Agreement only for Tactical Incidents. The LCFR Department TEMS personnel will be released and returned to duty in their home jurisdiction as soon as the situation is restored to the point where the assistance of the LCFR Department's TEMS personnel are no longer necessary. The LCFR Department may also request that their personnel return to duty in their home jurisdiction at any time, upon notifying the SCIT Tactical Commander, if the LCFR Department's senior on-duty officer determines the required equipment and personnel can no longer be committed to the Tactical Incident.
10. Each participating agency of SCIT and the LCFR Department assume the responsibility, including legal and financial responsibility, for members of their own departments acting pursuant to this Agreement. All expenses incurred during participation in this Agreement shall be borne by each party, and parties shall not be required to pay or reimburse any other party for any expenses incurred in the course of participation, except as set forth in this paragraph. In the case of highly unusual or excessively burdensome expenses, worker's compensation, or significant events involving death or serious injury to an officer or personnel, Wis. Stat. §§ 66.0313 and 66.0513 will apply, including for LCFR under this Agreement, and an Aiding Agency may submit requests for reimbursement to the Requesting Agency. Nothing herein shall be interpreted to prevent the parties from voluntarily cooperating in the services contemplated by this Agreement, including voluntary sharing of equipment or facilities and voluntarily providing services without seeking reimbursement of costs. Each party hereby authorizes its Chief/Sheriff to exercise discretion in cooperating with the other parties.
11. The LCFR Department may withdraw from participation in this Agreement upon ninety (90) days written notice to the other parties. The SCIT municipalities may withdraw from participation in this Agreement upon 90 days written notice to the LCFR Department upon a majority vote of the SCIT Governing Board.
12. Except as set forth in Section 10 above, the parties to this Agreement acknowledge that the provisions of Wisconsin Statutes §§ 66.0313, 66.0513, 895.35 and 895.46 are incorporated into this Agreement and shall apply to this relationship between the parties. To ensure compliance with state law and to avoid ambiguity, all future

amendments and recodification of the foregoing statutes and judicial interpretations thereof are incorporated herein and shall apply.

13. Nothing contained within this paragraph or Agreement is intended to be a waiver or estoppel of the ability of municipality or its insurer to rely upon the limitations, defenses and immunities set forth under Wisconsin law, including those contained under Wisconsin Statute §§ 893.80, 895.52 and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims under Wisconsin Law.
14. Each party shall maintain insurance coverage to protect against risks arising out of this Agreement, which shall include general liability coverage with contractual liability coverage, automobile liability coverage, workers compensation coverage and such additional coverage in amounts as further specified by the Chiefs or parties.
15. This Agreement is solely between the parties, each of whom acts individually in the performance of this Agreement. There are no third-party beneficiaries to this Agreement and no separate entities are hereby created.
16. This Agreement shall become effective upon its passage and publication by each party's governing body, in the manner provided by law, and its execution by the authorized officials.
17. This Agreement may be executed in multiple counterparts, each of which is an original and all of which taken together form one single document. Signatures delivered in original form or electronically shall be effective.
18. This Agreement may be amended, but only in writing duly executed by all the parties.
19. The provisions of this Agreement are severable and if a court of competent jurisdiction holds any portion of this Agreement unconstitutional or invalid, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

[Signature Pages to Follow]

**SCIT:
City of Brookfield**

By: _____
Mayor Steven V. Ponto

By: _____
Police Chief James Adlam

Michelle Luedtke, City Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Seven V. Ponto, Michelle Luedtke, and James Adlam, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Renee Tadych, Deputy City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____



**SCIT:
City of Muskego**

By: _____
Mayor Rick Petfalski

By: _____
Police Chief Steve Westphal

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Rick Petfalski and Steve Westphal, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Kerri Roller, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
City of New Berlin**

By: _____
Mayor David Ament

By: _____
Police Chief Jeff Hingiss

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named David Ament and Jeff Hingiss, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Rubina Medina, City Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Hartland**

By: _____
President Jeffrey Pfannerstill

By: _____
Police Chief Torin Misko

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeffrey Pfannerstill and Torin Misko, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Santee Policello, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Mukwonago**

By: _____
President Fred Winchowky

By: _____
Police Chief Dan Streit

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Fred Winchowky and Dan Streit, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Diana Dykstra, Village Clerk-Treasurer
Notary Public, State of Wisconsin
My Commission expires: _____

**SCIT:
Village of Pewaukee**

By: _____
President Jeff Knutson

By: _____
Police Chief Tim Heier

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Jeff Knutson and Tim Heier, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Cassandra Smith, Village Clerk
Notary Public, State of Wisconsin
My Commission expires: _____

LCF Department

(Lake Country Fire Department):

**City of Delafield, Village of Chenequa, Village of Nashotah, Village of Oconomowoc Lake,
Village of Wales, Town of Delafield and Town of Genesee**

By: _____
Rob Bennett, LCFR Fire Board President

By: _____
Fire Chief Matt Fenning

STATE OF WISCONSIN)
) ss.
COUNTY OF WAUKESHA)

Personally came before me, this ____ day of _____, 2024, the above-named Rob Bennett and Matt Fenning, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires: _____

**VILLAGE OF ELM GROVE
RECREATION COMMITTEE
MEETING MINUTES**

Tuesday, March 12, 2024

1. Call meeting to order

Present: Trustee and Chairman Shepherd, Trustee Sayas, Mr. Black, Mr. McNally, Ms. Barry-Coffey, and Dr. Retzack

Absent: Trustee Hillmann and Ms. Kelly

Also present: Mr. Kein, Recreation Manager

Chairman Shepherd called the meeting to order at 5:34 P.M.

2. Review and act on minutes dated February 13th, 2024

TRUSTEE SAYAS MOTIONED TO APPROVE THE MINUTES AS PRESENTED. MR. BLACK SECONDED. MOTION PASSED 6-0.

3. Public Comment

Mary Inden – 14745 Watertown Plank Road

Mary Inden presented to the Recreation Committee the event policy for the 4th of July celebration. Ms. Inden stated that this policy changed the hierarchy of how 4th of July was run. Ms. Inden stated that this policy removed volunteers from the hierarchy. Ms. Inden stated that volunteers historically ran events and other activities on 4th of July. Ms. Inden's concern is to have volunteers run the event instead of having staff work.

Chairman Shepherd asked Ms. Inden why this policy was created. Ms. Inden stated that former Village President Neil Palmer created this policy so that she could not be involved in running the 4th of July celebration. Ms. Inden gave an overview of different organizations who traditionally were involved in the 4th of July celebration. Ms. Barry-Coffey stated that getting volunteers for events has historically been difficult and continues to be so. Trustee Sayas supports that if the Rotary Club is interested in running games and races, the committee should support this. Trustee Sayas also confirmed that the Community Foundation is giving \$5,000 towards fireworks and open swim for the 4th of July celebration. Trustee Sayas asked to have the 4th of July celebration on the April Recreation Committee Agenda after review from the Recreation Manager. Mr. Kein supported this.

4. Discussion and possible action regarding a request made by Tonawanda PTO for a discounted rate for their annual 5th Grade Farewell Event.

Mr. Kein introduced this item and informed the committee that the Tonawanda PTO has requested that the Recreation Committee reconsider its previous decision on a discounted rate for the pavilion rental to instead allow the Tonawanda PTO to use the pavilion free of charge for its 5th Grade Farewell Celebration due to a smaller 5th Grade class this year. Mr. Kein explained how the Tonawanda PTO set up its fee structure for each individual student for the event. Chairmen

Shepherd commented that the committee has asked for a representative of the Tonawanda PTO to come to a recreation committee meeting and they have failed to do so.

Mr. Kein introduced Ms. Kelly's email giving her opinion to support the Tonawanda's PTO's request to use the pavilion free of charge. Mr. Black commented that he would support the Tonawanda's request to use the pavilion free of charge due to the smaller class size. Dr. Retzack asked if any other schools have had similar requests. Mr. Kein stated that he has only had requests from Tonawanda and St. Mary's. Chairman Shepherd stated he does not like setting the precedent of a free reservation with future possible conflicts. Trustee Sayas asked if we have given Tonawanda PTO any auction items. Mr. Kein Stated we have given free registration for Camp Elm Grove to St. Mary's.

Ms. Inden said she would give a donation to cover the cost of the pavilion for Tonawanda's 5th Grade Farewell Celebration. The Recreation Committee affirmed their decision to give a discounted rate to Tonawanda and accept the donation to cover the discounted cost of the pavilion.

DR. RETZACK MOTIONED TO APPROVE TONAWANDA PTO'S 5TH GRADE FAREWELL CELEBRATION USE OF THE PAVILLION AT THE DISCOUNTED RATE OF \$100 BEING COVERED BY A DONATION MADE BY MS. INDEN FOR \$100 WHICH WAS AMENABLE BY THE RECREATION COMMITTEE AND MS. INDEN. TRUSTEE SAYAS SECONDED. MOTION PASSED 6-0.

5. Review and possible action of Reconsideration of proposed funding for Pool ADA Chair

Mr. Kein introduced the item. Mr. Kein explained the increased cost of the new proposed ADA chair for the pool and the cost of the new concrete footing needed for the chair. Mr. Kein explained the need for the new chair due to the resident who uses it on a regular basis and safety concerns for staff.

Chairman Shepherd asked if we are contracted to Carrico Aquatics and if we are able to get other quotes for this. Mr. Kein explained that we are not contracted to Carrico Aquatics for the chair, but Carrico Aquatics does do all of our chemicals and are the most knowledge contractor of our pool. Trustee Sayas seconded this opinion to look into other options. Ms. Barry-Coffey asked about grant opportunities and other sources of funding. Mr. Kein stated that he is in communication with Waukesha County for a possible community development grant. Ms. Barry-Coffey and Dr. Retzack asked if we are compliant with current ADA rules. Mr. Kein stated that we are. Mr. Black asked how this originally was added to the capital budget for a new ADA chair. Mr. Kein stated that it was a staff request and recommendation. Chairman Shepherd gave direction to look further into this item.

6. Pool and Park Amenities Discussion

Mr. Kein introduced this item. Mr. Kein explained that he has yet to hear back from a contractor for a quote for installation of a water slide. Mr. Kein proceeded to explain how he contacted an aquatics supervisor in a neighboring community for insight on pool amenities. Other pool amenities included a climbing wall and a zip line. Mr. Kein stated that these items were recommended based off of our pools age groups, footprint, maintenance and cost.

Chairman Shepherd and Ms. Barry-Coffey asked about possible locations that the climbing wall could be placed. Mr. Kein stated that the 2nd diving board or north side of the pool are possible locations. Ms. Barry-Coffey asked if we would be able to run the diving board and possible new climbing wall at the same time. Mr. Kein stated that this could be a possible safety concern with

only one lifeguard for the diving well and proposed to have one amenity open at a time for a period of 30 minutes each. Ms. Barry-Coffey asked about height restrictions for the climbing wall compared to those needed for a possible waterslide. Mr. Kein stated that he was not informed of any height restrictions for the climbing wall. Mr. Kein stated that he wanted to update the committee on possible unrealized costs that a waterslide could present with piping needed to run a waterslide. Trustee Sayas asked if there were any climbing walls in other pools in the area. Mr. Kein stated he spoke with the Burlington Aquatics Supervisor and voiced that they would be open to a tour of their facility to see a climbing wall and other amenities. Dr. Retzack asked how long it takes a participant to climb the wall. Mr. McNally said that Hoyt Park also has a climbing wall and said that usage goes pretty fast. The committee voiced interest in visiting other area pools to see alternative amenities like a climbing wall. Dr. Retzack asked if Mr. Kein was proposing to have this to be completed this year. Mr. Kein stated that this would still be in the 2028 Capital Budget. Trustee Sayas asked about putting this item on a community organization donation list to help offset costs to the village and have this amenity sooner.

Ms. Barry-Coffey presented her proposal for a volleyball toy box. Dr. Retzack stated that she does not believe that we should promote the volleyball court as a sandbox and that sand may be carried over to the basketball court. Mr. Kein stated that this item could be brought up during the CORP discussions. Mr. Kein also stated that sandboxes can be very dirty and a possible health concern and advised to not have a sandbox or toy sandbox. Trustee Sayas was in agreement.

7. Basketball Court Update

Chairman Shepherd introduced this item. Chairman Shepherd updated the committee on the preconstruction meeting with Merit Asphalt and Precision Sports. Chairman Shepherd also stated that an alternative path was chosen due to a discussion with Third Space Brewery and staff. Mr. Kein also stated that an alternative path was chosen due to possible limited access to the playground, pool and beer garden area. Chairman Shepherd also stated that Merit Asphalt believes with good weather conditions that construction can be completed in May.

Ms. Barry-Coffey asked if the question of rotating the court 90' was brought up during the pre-construction meeting. Chairman Shepherd stated that there were two variables including the grade of the basketball court and the depth and size of the current footings of the basketball hoops. Ms. Barry-Coffey asked if the goal is still to have construction completed by Memorial Day. Chairman Shepherd and Mr. Kein stated yes, weather pending. Mr. Black asked if you can rent out the basketball court. Mr. Kein stated that you can and that the recreation department has planned programming for the new basketball court for this summer through Skyhawks Sports Academy.

Chairman Shepherd asked if there was an update from Merit for a quote to do the tennis court wall pad. Mr. Kein stated that he has not yet received a quote for this from Merit Asphalt. Ms. Barry-Coffey asked about the status of the Village's Public Art Policy. Mr. Kein stated that the Public Art Policy was planned for the March Committee of the Whole meeting, but due to the number of items already on the Committee of the whole it will be moved to a future agenda.

8. Comprehensive Outdoor Recreation (CORP) Update.

Mr. Kein introduced this item and informed the committee that this was approved at February's Board of Trustee meeting. Mr. Kein stated that emails have been sent out to 23 firms and posted on the village's website. Mr. Kein stated that he had received two interested firms. Trustee Sayas asked that if only two firms submitted proposals if the sub-committee still needed to meet and review these proposals. Chairman Shepherd stated that if there were only two that the sub-

committee would not have to meet, but more than two that the sub-committee should meet and review the proposals.

9. Winter Programming Update

Mr. Kein introduced this item and gave a post-event report of WinterFest 2024. Dr. Retzack asked if the event was held inside or outside and at what time. Mr. Kein stated that the event was outside and the time was from 12pm to 4pm. Trustee Sayas asked if there was a candy cane event. Mr. Kein stated that there was no candy cane event due to the restructuring of WinterFest 2024, but with a possibility of expanding activities for next year.

10. Summer Programming Update

Mr. Kein introduced this item. Mr. Kein gave an update on summer staff interviews with interviews going well with projected full staffing for summer. Mr. Kein gave an overview of filled positions and future steps to help fill open positions. Mr. Kein gave an update on the summer recreation guide and a swim team competitive league. Mr. Kein gave his recommendation to have 4th of July as an agenda item for the April Recreation Committee meeting to have time to review items and staffing.

Trustee Sayas commented on the possible outreach for more volunteers for summer events to high schools, clubs and through the village's newsletter. Dr. Retzack asked about the status of pickleball communication. Mr. Kein said he has sent out emails for interest on preferred times of open play for pickleball and tennis and has yet to receive a response from either. Chairman Shepherd asked to follow up with these individuals.

11. Other Business

None.

12. Adjourn

DR. RETZACK MOTIONED TO ADJOURN. TRUSTEE SAYAS SECONDED. MOTION PASSED 6-0.

Meeting adjourned at 6:51 P.M.

Respectfully Submitted,

Logan Kein
Recreation Manager

RESOLUTION NO. 20240326A

A RESOLUTION AMENDING THE 2023 BUDGET TO BONUSES AWARDED TO EMPLOYEES FOR WORK PERFORMED IN 2023

WHEREAS, the Village budget is approved in November of the prior year, and the Village’s practice is to amend the budget if needed to reflect actual activity within the specific funds for the calendar year, officially recognizing the financial transactions of the budget year, and

WHEREAS, the Village Board at its February 27, 2024 meeting approved bonuses for a number of employees for there work performance in 2023;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Elm Grove amends the 2023 to reflect the expenditures for bonus payments to the department wage lines identified below to be supported by available funds within the Village’s General Fund.

General Government Wages	\$7,000
Police Wages	\$7,200
Dispatch Wages	<u>\$2,000</u>
Total budget adjustment	\$16,200

Adopted this 26th day of March 2024 by the Elm Grove Village Board of Trustees

VILLAGE OF ELM GROVE

James Koleski, Village President

Katie Panella, Village Clerk

**Village of Elm Grove
Voucher List**

3/26/2024

BATCH NAME	AMOUNT
2.2024 ACH	3,830,970.10
3-2024 AP	314,993.39
3-2024 Lib AP	33,837.18
3-2024 Lib CC	\$ 1,258.19
3-2024 CC	\$ 17,236.45
TOTAL	\$ 4,198,295.31

Total CC **\$ 18,494.64**

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Payments

Current Period: FEBRUARY 2024

Payments Batch 2.2024 ACH		\$3,830,970.10	
Refer	9159 <u>WI RETIREMENT SYSTEM</u>	Ck# 006160E 2/29/2024	
Cash Payment	G 001-2110510 Accr Monthly WRS liability monthly retirement pymt		\$52,459.73
Invoice	013124 1/31/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$52,459.73
Refer	9160 <u>DELTA DENTAL</u>	Ck# 006151E 2/29/2024	
Cash Payment	G 001-2111150 Dental Insur Payable dental insurance		\$1,672.55
Invoice	022924 2/29/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$1,672.55
Refer	9161 <u>DIVERSIFIED BENEFIT SERVICES I</u>	Ck# 006153E 2/29/2024	
Cash Payment	G 001-2111190 FSA Payable FSA and HRA reimbursements		\$2,600.46
Invoice	022924 2/29/2024		
Cash Payment	G 001-2110370 Accr HRA FSA and HRA reimbursements		\$25,636.68
Invoice	022924 2/29/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$28,237.14
Refer	9162 <u>UNITED HEALTH CARE OF WI</u>	Ck# 006157E 2/29/2024	
Cash Payment	E 001-5142015 GG- Health/dental insuran health insurance Feb		\$7,603.36
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5202015 Dispatch Health/dental Ins health insurance Feb		\$4,915.16
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5212015 Police Health Insurance health insurance Feb		\$30,022.90
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5412015 DPW Health/dental insura health insurance Feb		\$10,085.02
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5522015 Recreation health/dental i health insurance Feb		\$633.91
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5612015 Forestry- Health health insurance Feb		\$1,733.79
Invoice	446035368275 1/13/2024		
Cash Payment	G 001-2111560 Krahn insurance health insurance Feb		\$342.29
Invoice	446035368275 1/13/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$55,336.43
Refer	9163 <u>SUN LIFE FINANCIAL</u>	Ck# 006156E 2/29/2024	
Cash Payment	E 001-5142040 Administration-st disability disability short and long term		\$176.00
Invoice	020124 2/1/2024		
Cash Payment	E 001-5142025 GG-disability insurance disability short and long term		\$65.36
Invoice	020124 2/1/2024		
Cash Payment	E 001-5202025 Dispatch-disabilitiy insuran disability short and long term		\$33.00
Invoice	020124 2/1/2024		
Cash Payment	E 001-5212025 Police Disability disability short and long term		\$140.80
Invoice	020124 2/1/2024		
Cash Payment	E 001-5412025 DPW Disability Insurance disability short and long term		\$54.88
Invoice	020124 2/1/2024		
Cash Payment	E 001-5612025 Forestry Disability disability short and long term		\$6.60
Invoice	020124 2/1/2024		
Cash Payment	E 001-5522025 Recreation-Disability insur disability short and long term		\$8.80
Invoice	020124 2/1/2024		

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Payments

Current Period: FEBRUARY 2024

Cash Payment	E 006-5512025	Library Disability Insuranc	disability short and long term						\$22.00
Invoice	020124		2/1/2024						
Transaction Date	2/21/2024	Town Bank	1110300	Total					\$507.44
Refer	9164	<u>ADP LLC</u>		<u>Ck# 006150E 2/29/2024</u>					
Cash Payment	E 001-5143360	Payroll Processing-	payroll fees						\$403.06
Invoice	654001431		2/9/2024						
Cash Payment	G 001-2110100	Accts Payable	payroll fees						\$1,150.00
Invoice	654001431		2/9/2024						
Transaction Date	2/21/2024	Town Bank	1110300	Total					\$1,553.06
Refer	9165	<u>GLOBAL PAYMENTS</u>		<u>Ck# 006154E 2/29/2024</u>					
Cash Payment	E 001-5524901	credit card fees	recreation credit card fees						\$232.75
Invoice	013124		1/31/2024						
Transaction Date	2/21/2024	Town Bank	1110300	Total					\$232.75
Refer	9166	<u>WE ENERGIES</u>		<u>Ck# 006158E 2/29/2024</u>					
Cash Payment	E 001-5173100	GG utilities	12/26-1/24 service						\$7,796.79
Invoice	012424		1/24/2024						
Cash Payment	E 001-5413010	PW Utilities	12/26-1/24 service						\$784.94
Invoice	012424		1/24/2024						
Cash Payment	E 001-5423120	StreetLights-electric	12/26-1/24 service						\$1,262.88
Invoice	012424		1/24/2024						
Cash Payment	E 001-5523120	Recreation Electric	12/26-1/24 service						\$435.26
Invoice	012424		1/24/2024						
Cash Payment	E 001-5523110	Recreation-Heating	12/26-1/24 service						\$178.42
Invoice	012424		1/24/2024						
Cash Payment	E 002-3233000	Sewer Electric & Verizon	12/26-1/24 service						\$161.38
Invoice	012424		1/24/2024						
Transaction Date	2/21/2024	Town Bank	1110300	Total					\$10,619.67
Refer	9168	<u>WI DEPT OF REVENUE 8910</u>		<u>Ck# 006159E 2/29/2024</u>					
Cash Payment	G 001-2110900	Sales Tax, Accrued	Jan sales tax						\$239.14
Invoice	013124		1/31/2024						
Cash Payment	R 001-4419000	GG Misc Revenue	Jan sales tax						-\$10.00
Invoice	013124		1/31/2024						
Transaction Date	2/21/2024	Town Bank	1110300	Total					\$229.14
Refer	9169	<u>GREAT AMERICA FINANCIAL SRV</u>		<u>Ck# 006155E 2/29/2024</u>					
Cash Payment	E 001-5143326	Village wide copy equip	copier lease						\$185.00
Invoice	35730284		1/16/2024						
Transaction Date	2/21/2024	Town Bank	1110300	Total					\$185.00
Refer	9176	<u>DEPOSITORY TRUST COMPANY</u>		<u>Ck# 006152E 2/29/2024</u>					
Cash Payment	E 010-5923100	Debt Retirement-Interest	interest pymt 2012 debt						\$19,196.25
Invoice	020124		2/1/2024						
Transaction Date	2/21/2024	Town Bank	1110300	Total					\$19,196.25
Refer	9238	<u>ELMBROOK SCHOOL DISTRICT</u>		<u>Ck# 006161E 2/29/2024</u>					
Cash Payment	G 001-1210100	Current Year s Tax Roll	Jan tax settlement						\$2,822,588.59
Invoice									
Transaction Date	3/4/2024	Town Bank	1110300	Total					\$2,822,588.59
Refer	9239	<u>WAUKESHA CO TREASURER</u>		<u>Ck# 006162E 2/29/2024</u>					

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Payments

Current Period: FEBRUARY 2024

Cash Payment	G 001-1210100	Current Year s Tax Roll	tax settlement						\$603,682.00
Invoice									
Transaction Date	3/4/2024		Town Bank	1110300			Total		\$603,682.00
Refer	9240	WAUKESHA CO TECH COLLEGE	<u>Ck# 006163E 2/29/2024</u>						
Cash Payment	G 001-1210100	Current Year s Tax Roll	tax settlement						\$108,747.47
Invoice									
Transaction Date	3/4/2024		Town Bank	1110300			Total		\$108,747.47
Refer	9241	DEPOSITORY TRUST COMPANY	<u>Ck# 006164E 2/29/2024</u>						
Cash Payment	E 010-5913100	Debt Retirement-Principal	debt pymt 2019 GO bonds						\$100,000.00
Invoice									
Cash Payment	E 010-5923100	Debt Retirement-Interest	debt pymt 2019 GO bonds						\$24,721.88
Invoice									
Transaction Date	3/4/2024		Town Bank	1110300			Total		\$124,721.88
Refer	9242	PITNEY BOWES INC.	<u>Ck# 006165E 2/29/2024</u>						
Cash Payment	E 001-5193200	GG Print/Publish/Postage	postage						\$1,001.00
Invoice									
Transaction Date	3/4/2024		Town Bank	1110300			Total		\$1,001.00

Fund Summary

	1110300 Town Bank
001 General Fund	\$3,686,868.59
002 Sewer Fund	\$161.38
006 Library Operating Fund	\$22.00
010 Debt Service Fund	\$143,918.13
	<hr/>
	\$3,830,970.10

Pre-Written Checks	\$3,830,970.10
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$3,830,970.10

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Payments

Current Period: MARCH 2024

Payments Batch 03_2024 AP \$314,993.39

Refer	9419 AARONIN STEEL SALES, INC	-			
Cash Payment	E 001-5413210 PW equip maint & supplie	ANGLE 2X2/SQ TUBING, SHEET & PLATE			\$863.20
Invoice	11592	3/18/2024			
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$863.20
Refer	9418 AE GRAPHICS INC	-			
Cash Payment	E 001-5193200 GG Print/Publish/Postage	blueprint copies			\$90.25
Invoice	680671	3/19/2024			
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$90.25
Refer	9378 ALLIED DISTRIBUTION GROUP, LL	-			
Cash Payment	R 001-4362000 Court Fines-Expense	RESTITUTION FOR STOLEN ITEMS FROM UPS			\$328.00
Invoice	23-596	3/13/2024			
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$328.00
Refer	9248 ASCENSION MEDICAL GROUP/RE	-			
Cash Payment	E 001-5203425 Dispatch recruitment	Holmes, Jeff Drug screen/physical/audiogram			\$215.00
Invoice	416638	2/29/2024			
Cash Payment	E 006-5513499 Printing & Miscellaneous	Mitich, Kathleen -Drug Screen			\$90.00
Invoice	416638	2/29/2024			
Cash Payment	E 001-5423220 PW MISC	Regan, Joshua Drug screen/alcohol breath test			\$137.00
Invoice	416638	2/29/2024			
Cash Payment	E 006-5513499 Printing & Miscellaneous	Sorenson, Anna J - Drug screen			\$90.00
Invoice	416638	2/29/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$532.00
Refer	9249 ASSOCIATION OF SWAT PERSON	Ck# 107865 3/11/2024			
Cash Payment	E 001-5213420 Police-school/seminar/con	ASP Training Conference/Evan Schano			\$207.00
Invoice	031824	3/8/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$207.00
Refer	9250 AXLEY ATTORNEYS	-			
Cash Payment	E 014-5814400 Creek Daylighting Project	Easement Acquisition - Underwood Creek			\$207.00
Invoice	965487	1/30/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$207.00
Refer	9251 BAKER TILLY VIRCHOW KRAUSE L	-			
Cash Payment	E 001-5143315 Audit/Accounting Expense	Financial audit for year ended Dec 21, 2023			\$1,000.00
Invoice	BT2692950	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,000.00
Refer	9287 BRAUN, VALARIE	-			
Cash Payment	E 001-5523160 Instructor Fees-	Taekwondo			\$1,068.00
Invoice		3/4/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,068.00
Refer	9296 BUELOW VETTER BUIKEMA OLSO	-			
Cash Payment	E 001-5163106 Other Legal Expense	2024 police negotiations			\$680.00
Invoice		3/5/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$680.00
Refer	9252 CASHIN, LUKE	-			
Cash Payment	G 001-3260800 FB Beautification Comm	Recording of 6 WLS for 2023-2024			\$240.00
Invoice		3/6/2024			

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Payments

Current Period: MARCH 2024

Transaction Date	3/11/2024	Town Bank	1110300	Total	\$240.00
Refer	9294 <i>CENTRAL OFFICE SYSTEMS</i>		<u>Ck# 107866 3/11/2024</u>		
Cash Payment	E 007-5970100 5 yr Capital Gen Govt		50% of deposit for GG security door access		\$4,854.00
Invoice	1431 3/6/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$4,854.00
Refer	9254 <i>CIVIC PLUS</i>		-		
Cash Payment	E 001-5143331 Internet Expense		Website annual fee renewal		\$9,491.90
Invoice	293781 2/27/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$9,491.90
Refer	9410 <i>CON-COR COMPANY, INC</i>		-		
Cash Payment	E 007-5970300 5 yr Capital Fire		DIAMOND BLADE, CONCRETE		\$244.94
Invoice	561 3/11/2024				
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$244.94
Refer	9223 <i>COREY OIL</i>		-		
Cash Payment	E 001-5413200 PW fuel		#2 ULS Clerk Diesel		\$1,469.50
Invoice	376896 2/21/2024				
Cash Payment	E 001-5413200 PW fuel		Diesel Exhaust Fluid		\$820.55
Invoice	541616 3/7/2024				
Cash Payment	E 001-5413200 PW fuel		87 Unleaded		\$910.00
Invoice	382120 2/27/2024				
Cash Payment	E 001-5413200 PW fuel		87 Unleaded		\$1,532.96
Invoice	381460 3/6/2024				
Cash Payment	E 001-5413200 PW fuel		#2 ULS Clear Diesel		\$2,012.91
Invoice	381461 3/6/2024				
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$6,745.92
Refer	9380 <i>DAILY REPORTER PUBLISHING C</i>		-		
Cash Payment	E 013-5970402 Engineering/Design -		PUBLIC NOTICE 03/04/24 & 03/06/24		\$184.34
Invoice	745679885 3/6/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$184.34
Refer	9259 <i>DARLEY & CO</i>		-		
Cash Payment	E 007-5970300 5 yr Capital Fire		Boots		\$1,323.74
Invoice	17523700 3/7/2024				
Cash Payment	E 007-5970300 5 yr Capital Fire		INSULATED RUBBER BOOTS		\$230.00
Invoice	17524009 3/12/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,553.74
Refer	9261 <i>DIVERSIFIED BENEFIT SERVICES I</i>		-		
Cash Payment	E 001-5142030 Adminstrative Fee-HRA		March 105-HRA Health		\$197.60
Invoice	404840 3/5/2024				
Cash Payment	E 001-5142020 FSA Sect 125 administrati		MARCH 125-FSA FLEXIBLE		\$127.34
Invoice	405664 3/15/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$324.94
Refer	9381 <i>ELECTION SOURCE</i>		-		
Cash Payment	E 001-5143199 Election Miscellaneous		AB AND SVD ROLLING BAGS		\$426.23
Invoice	24-7861 3/11/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$426.23
Refer	9425 <i>ELM GROVE PROFESSIONAL POLI</i>		-		
Cash Payment	G 001-2111300 Union Dues-Police		2024 dues \$50.50 per month- Feb		\$757.50
Invoice					

ELMGROVE, WI

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Payments

Current Period: MARCH 2024

Transaction Date	3/22/2024	Town Bank	1110300	Total	\$757.50
Refer	9293 <i>ELMBROOK HUMANE SOCIETY</i>	-			
Cash Payment	E 001-5143320 Elmbrook Humane Society	MONTHLY CONTRACT FEE			\$743.75
Invoice					
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$743.75
Refer	9262 <i>EMERGENCY APPARATUS MAINT</i>	-			
Cash Payment	E 001-5233200 Fire-truck maintenance	Toggle switch/rubber boots/push button			\$131.05
Invoice	131035	1/25/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$131.05
Refer	9291 <i>EMS MANAGEMENT & CONSULTA</i>	-			
Cash Payment	E 008-5223260 Ambo Billing Charges	EMS ambo billing Feb 2024			\$709.36
Invoice	EMS-002702	2/29/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$709.36
Refer	9263 <i>FORWARD TS</i>	-			
Cash Payment	E 001-5143326 Village wide copy equip	Fire Dept Printer			\$11.34
Invoice	AR220734	2/28/2024			
Cash Payment	E 001-5143326 Village wide copy equip	Dispatch Printer			\$5.25
Invoice	AR220733	2/28/2024			
Cash Payment	E 001-5143326 Village wide copy equip	PD Printer			\$1,112.06
Invoice	AR220731	2/28/2024			
Cash Payment	E 001-5143326 Village wide copy equip	GG Printer			\$447.73
Invoice	AR220735	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,576.38
Refer	9268 <i>FRIED, KATHLEEN A</i>	-			
Cash Payment	E 001-5523160 Instructor Fees-	Yoga			\$720.25
Invoice		3/4/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$720.25
Refer	9264 <i>GOODYEAR AUTO SERVICE CENT</i>	-			
Cash Payment	E 001-5213210 Police-vehicle repair/maint	Squad 71- Flat tire			\$47.19
Invoice	0000057011	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$47.19
Refer	9218 <i>HEFFERNAN, ROBERT</i>	-			
Cash Payment	E 001-5233400 Fire-Communications	Reimbursement for Active 911-Annual Subscription - Alerting dept members			\$524.66
Invoice		3/1/2024			
Cash Payment	E 008-5223400 EMS Communications	Reimbursement for Active 911-Annual Subscription - Alerting dept members			\$524.66
Invoice		3/1/2024			
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$1,049.32
Refer	9383 <i>HOPKINS SPORTS CAMPS, LLC</i>	-			
Cash Payment	E 001-5523160 Instructor Fees-	BASEBALL TOTS			\$207.00
Invoice	56737	3/11/2024			
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$207.00
Refer	9224 <i>JANI-KING OF MILWAUKEE</i>	-			
Cash Payment	E 001-5143350 Bldg Cleaning- Contract	March Monthly contract			\$2,112.00
Invoice	MIL03240042	3/1/2024			
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$2,112.00
Refer	9266 <i>JOHNS DISPOSAL SERVICE</i>	-			

Payments

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Cash Payment	E 001-5443100	Contracted Waste Collecti	February 2024 landfill charges		\$5,646.54
Invoice 1297530			3/6/2024		
Cash Payment	E 001-5443100	Contracted Waste Collecti	Contracted Billing/Garbage		\$21,716.52
Invoice 1295839			2/29/2024		
Cash Payment	E 001-5443200	Contracted Recycling Coll	Contracted Billing/Recycling		\$19,272.33
Invoice 1295839			2/29/2024		
Cash Payment	E 001-5443100	Contracted Waste Collecti	Municipal Bulky		\$2,227.89
Invoice 1295839			2/29/2024		
Cash Payment	E 001-5443200	Contracted Recycling Coll	Contracted Billing/32 Rec		\$865.20
Invoice 1295839			2/29/2024		
Cash Payment	E 001-5443500	Brush Disposal	Landfill charges - 900 wall st		\$141.74
Invoice 1295839			2/29/2024		
Cash Payment	E 001-5443100	Contracted Waste Collecti	Jan		\$21,716.52
Invoice 1273923			1/26/2024		
Cash Payment	E 001-5443200	Contracted Recycling Coll	Jan 2024		\$19,272.33
Invoice 127923			1/26/2024		
Cash Payment	E 001-5443100	Contracted Waste Collecti	Jan 2024 bulky		\$2,227.89
Invoice 1273923			1/26/2024		
Cash Payment	E 001-5443200	Contracted Recycling Coll	jan 2024 cont		\$865.20
Invoice 1273923			1/26/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$93,952.16
Refer	9267 JOHNSON NURSERY	-			
Cash Payment	E 001-5443500	Brush Disposal	Yard waste 20 yards or more		\$144.00
Invoice 02245100			2/29/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$144.00
Refer	9414 KORKOS INVESTMENTS LLC	-			
Cash Payment	G 001-1210150	Tax Refunds Owed	REPLACE LOST TAX REFUND 2023		\$1,083.22
Invoice			3/26/2024		
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$1,083.22
Refer	9269 LAKESIDE INTERNATIONAL TRUC	-			
Cash Payment	E 001-5413210	PW equip maint & supplie	Spring replacement, diagnostics/repair fuel and emissions		\$11,207.79
Invoice 1082710			3/4/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$11,207.79
Refer	9257 LARSEN, DAN LANDSCAPING INC	-			
Cash Payment	E 001-5443500	Brush Disposal	6 loads of mulch		\$900.00
Invoice			2/26/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$900.00
Refer	9225 LEMBERG ELECTRIC CO INC	-			
Cash Payment	E 001-5413199	PW Bldg & grounds maint	Install Manual transfer panel with breakers and input receptacle		\$1,895.00
Invoice 181648			2/22/2024		
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$1,895.00
Refer	9270 LEXIPOL	-			
Cash Payment	E 007-5970300	5 yr Capital Fire	Fire Tier I/II Implementation		\$4,974.30
Invoice INVLEX1233002			2/29/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$4,974.30
Refer	9272 LF GEORGE INC	-			
Cash Payment	E 001-5413210	PW equip maint & supplie	Hydraulic pump for excavator		\$1,669.60
Invoice IC92721			2/27/2024		

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Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,669.60
Refer	9273 LINDE GAS & EQUIPMENT INC		-		
Cash Payment	E 008-5223230	Ambo Medical Supplies	Med supplies		\$196.36
Invoice	41275109	2/22/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$196.36
Refer	9426 LOWES HOME CENTERS INC		-		
Cash Payment	E 001-5173200	GG Bldg maintenance	supplies		\$84.34
Invoice					
Cash Payment	E 007-5970100	5 yr Capital Gen Govt	bldg supplies-GG door		\$232.21
Invoice	99006806402-32	3/2/2024			
Transaction Date	3/22/2024	Town Bank	1110300	Total	\$316.55
Refer	9226 MCE - RITTER TECHNOLOGY, LLC		-		
Cash Payment	E 001-5413210	PW equip maint & supplie	male conn and male connector		\$73.22
Invoice	d49197-001	2/21/2024			
Cash Payment	E 001-5413210	PW equip maint & supplie	QUICK COUPLER		\$136.32
Invoice	d59078-001	3/13/2024			
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$209.54
Refer	9275 METRO MUNICIPAL CLERK ASSOC		-		
Cash Payment	E 001-5143000	GG Training/Dues	Renewal Membership -Clerk		\$30.00
Invoice		3/1/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$30.00
Refer	9386 MIDWEST FIBER		-		
Cash Payment	E 001-5143331	Internet Expense	monthly fee		\$950.66
Invoice	37343	3/15/2024			
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$950.66
Refer	9421 PERSONNEL EVALUATION INC		-		
Cash Payment	E 001-5203425	Dispatch recruitment	DISPATCHER RECRUITMENT		\$25.00
Invoice	50652	2/29/2024			
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$25.00
Refer	9416 R&R INSURANCE SERVICES INC		-		
Cash Payment	E 001-5193415	Insurance- Gen Liability/Cr	GEN LIAB/CRIME/CYBER		\$7,677.37
Invoice	2988666	4/1/2024			
Cash Payment	E 001-5193416	Insurance- Police Professi	POLICE PROF LIAB		\$5,510.50
Invoice	2988666	4/1/2024			
Cash Payment	E 001-5193430	Insurance- Vehicles	AUTO/HWY EQUIP LIAB		\$2,808.75
Invoice	2988666	4/1/2024			
Cash Payment	E 001-5193435	Insurance -Public Officials	PUBLIC OFFICIALS		\$8,637.32
Invoice	2988666	4/1/2024			
Cash Payment	E 001-5193430	Insurance- Vehicles	AUTO PHYSICAL DAMAGE		\$5,933.75
Invoice	2988666	4/1/2024			
Cash Payment	E 002-3230550	Insurance	SEWER BACKUP/5%	Project 0	\$3,986.06
Invoice	2988666	4/1/2024			
Cash Payment	E 001-5193445	Insurance- Workers comp	Workers Compensation		\$27,420.50
Invoice	2988667	4/1/2024			
Cash Payment	E 002-3230550	Insurance	Workers Compensation		\$1,443.50
Invoice	2988667	4/1/2024			
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$63,417.75
Refer	9373 REGISTRATION FEE TRUST		Ck# 107867 3/18/2024		

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Cash Payment	E 001-5213210	Police-vehicle repair/maint	REPLACE STANDARD PLATE WI 639-EGU		\$8.00
Invoice	3/18/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$8.00
Refer	<u>9424 RUEKERT MIELKE, INC.</u>				
Cash Payment	E 001-5423300	PW Consulting Services	maps		\$112.29
Invoice 150848	3/11/2024				
Cash Payment	G 001-3340753	Resident Billings	Horizon=stomrwater review		\$502.50
Invoice 150848	3/11/2024				
Cash Payment	G 001-3340753	Resident Billings	Mandel- sanitary sewer		\$1,055.25
Invoice 150848	3/11/2024				
Cash Payment	E 005-5814500	NR216 Planning	NR 216		\$394.34
Invoice 150850	3/11/2024				
Cash Payment	E 002-3230455	MMSD- PP/II Project Cost	PPII inspections		\$189.00
Invoice 150849	3/11/2024				
Cash Payment	E 005-5813260	Highland Culvert	Highland culvert design		\$8,842.75
Invoice 150853	3/11/2024				
Cash Payment	E 001-5423300	PW Consulting Services	Grant Assistance		\$1,474.00
Invoice 150852	3/11/2024				
Cash Payment	E 013-5970401	Annual Street Paving	Highland pathway		\$35,203.36
Invoice 150851	3/11/2024				
Transaction Date	3/22/2024	Town Bank	1110300	Total	\$47,773.49
Refer	<u>9277 SAFE BUILT</u>				
Cash Payment	E 001-5241000	Inspections-Building	Building		\$3,387.23
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241100	Inspections-Electrical	Electrical		\$1,966.90
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241150	Inspections- HVAC	HVAC		\$8,605.47
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241200	Inspections- Plumbing	Plumbing		\$1,216.13
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241000	Inspections-Building	Building at 85%		\$3,995.00
Invoice 276482	2/29/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$19,170.73
Refer	<u>9292 SAFEWAY PEST MANAGEMENT</u>				
Cash Payment	E 001-5173200	GG Bldg maintenance	monthly service		\$60.00
Invoice 728147	3/11/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$60.00
Refer	<u>9382 SAYAS, ELIZABETH</u>				
Cash Payment	G 001-2110300	Accr Payroll	REPLACE PAYROLL CHECK		\$99.73
Invoice	3/26/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$99.73
Refer	<u>9243 SECURIAN FINANCIAL GROUP INC Ck# 107864 3/7/2024</u>				
Cash Payment	E 001-5142005	GG life insurance	GG LIFE INS		\$144.22
Invoice 1410	3/7/2024				
Cash Payment	E 001-5202005	Dispatch Life Insurance	DISPATCH LIFE INS		\$65.08
Invoice 1410	3/7/2024				
Cash Payment	E 001-5212005	Police Life Insurance	PD LIFE INS		\$245.02
Invoice 1410	3/7/2024				
Cash Payment	E 001-5232000	Fire-Life/Disability Insuran	FIRE LIFE INS		\$0.00
Invoice 1410	3/7/2024				

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Cash Payment	E 001-5412005	DPW- life insurance	DPW LIFE INS		\$75.22
Invoice	1410	3/7/2024			
Cash Payment	E 001-5612005	Forestry- Life Insur	FORESTRY LIFE INS		\$45.86
Invoice	1410	3/7/2024			
Cash Payment	E 006-5512005	Library- life insurance	LIB LIFE INS		\$118.69
Invoice	1410	3/7/2024			
Cash Payment	E 001-5522005	Recreation-life insurance	REC LIFE INS		\$3.30
Invoice	1410	3/7/2024			
Cash Payment	G 001-2111600	Life Insurance Payable	PAYABLE LIFE INS		\$531.19
Invoice	1410	3/7/2024			
Transaction Date	3/7/2024	Town Bank	1110300	Total	\$1,228.58
Refer	9278	SMART SPACES	-		
Cash Payment	E 011-6111000	Equipment Purchased-AR	AV Contract Service 1/11/24 video feed from PC in courtroom not displayed in conference room		\$192.19
Invoice	10002225	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$192.19
Refer	9280	STATEWIDE SECURITY SYSTEMS	-		
Cash Payment	E 001-5413000	Telephone,alarms PW	Monitoring - Next Quarter		\$120.00
Invoice	197309	3/1/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$120.00
Refer	9282	STERNITZKY, NICCI	-		
Cash Payment	G 001-3260800	FB Beautification Comm	Envelopes and Postage to send required Earth and Arbor Day letters		\$71.55
Invoice		3/6/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$71.55
Refer	9227	STREICHER S	-		
Cash Payment	E 009-5990400	Police	Earpieces		\$1,719.86
Invoice	I1679864	2/1/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Tourniquet		\$31.99
Invoice	I1683514	2/21/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Name tag cloth - Anhalt		\$11.99
Invoice	I1683516	2/21/2024			
Cash Payment	G 001-1235000	Due From Elmbrook- SRO	SRO Earpiece - Elmbrook		\$129.99
Invoice	I1679861	2/1/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Combat Application Tourniquet		\$31.99
Invoice	I1685309	2/29/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Duty Hats		\$254.97
Invoice	I1685327	2/29/2024			
Cash Payment	E 007-5970200	5 yr Capital Police	Holsters		\$2,845.00
Invoice	I1681890	2/13/2024			
Cash Payment	E 007-5970200	5 yr Capital Police	Handguns		\$808.20
Invoice	I1684712	2/27/2024			
Cash Payment	E 001-5213410	Police-Firearms training e	ammo		\$1,995.92
Invoice	I1681918	2/13/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	anhalt		\$290.99
Invoice	I1686741	3/7/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	PD uniform patches		\$510.00
Invoice	I1686742	3/7/2024			
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$8,630.90
Refer	9285	TRANS UNION LLC	-		

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Cash Payment	E 001-5203425	Dispatch recruitment	Dispatch recruitment		\$32.02
Invoice	02405648	2/25/2024			
Transaction Date	3/11/2024		Town Bank	1110300	Total \$32.02
Refer	9390	UPTOWN MOTORS			
Cash Payment	E 001-5413210	PW equip maint & supplie	Director's car		\$11.12
Invoice	517458	3/12/2024			
Transaction Date	3/18/2024		Town Bank	1110300	Total \$11.12
Refer	9288	WAUKESHA CO TREASURER			
Cash Payment	E 001-5443500	Brush Disposal	Community Compost Program		\$6,547.40
Invoice	2024-100900004	1/24/2024			
Cash Payment	E 001-5143300	Tax Roll Preparation Exp	Local Tax Bill Collections		\$6,458.40
Invoice	2024-550100005	3/1/2024			
Cash Payment	R 001-4362000	Court Fines-Expense	OWI & Jail surcharges for February		\$1,818.89
Invoice		3/18/2024			
Transaction Date	3/11/2024		Town Bank	1110300	Total \$14,824.69
Refer	9392	WI COURT FINES AND SURCHARG			
Cash Payment	R 001-4362000	Court Fines-Expense	February penalty surcharges		\$4,703.20
Invoice		3/18/2024			
Transaction Date	3/18/2024		Town Bank	1110300	Total \$4,703.20

Fund Summary

	1110300	Town Bank
001 General Fund		\$245,389.53
002 Sewer Fund		\$5,618.56
005 Stormwater Operation Fund		\$9,237.09
006 Library Operating Fund		\$298.69
007 5 Year Capital Fund		\$15,512.39
008 Emergency Medical Service		\$1,430.38
009 Donation Fund		\$1,719.86
011 Covid- ARPA Fund		\$192.19
013 Transportation Fund		\$35,387.70
014 TIF #2 Special Revenue Fund		\$207.00
		\$314,993.39

Pre-Written Checks	\$6,297.58
Checks to be Generated by the Computer	\$308,695.81
Total	\$314,993.39

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Payment Batch 03-2024-LIB

\$33,837.18

Refer	9231 BAKER & TAYLOR COMPANY	Ck# 107869 3/27/2024	
Cash Payment	E 006-5513105 Adult Audiobooks	Books	\$22.43
Invoice	2038108200 2/2/2024		
Cash Payment	E 006-5513132 Books Large Print	Books	\$19.28
Invoice	2038108201 2/20/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$36.57
Invoice	2038108202 2/20/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$33.89
Invoice	2038108203 2/2/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$193.65
Invoice	2038108204 2/20/2024		
Cash Payment	E 006-5513137 Books NF 800	Books	\$59.53
Invoice	2038108205 2/20/2024		
Cash Payment	E 006-5513135 Books Non Fiction	Books	\$18.13
Invoice	2038094355 2/12/2024		
Cash Payment	E 006-5513105 Adult Audiobooks	Books	\$25.23
Invoice	2038094356 2/12/2024		
Cash Payment	E 006-5513132 Books Large Print	Books	\$149.06
Invoice	2038094357 2/12/2024		
Cash Payment	E 006-5513134 Books Non Fiction	Books	\$18.13
Invoice	2038094358 2/12/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$15.45
Invoice	2038094359 2/12/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$65.42
Invoice	2038094360 2/12/2024		
Cash Payment	E 006-5513105 Adult Audiobooks	Books	\$53.28
Invoice	2038082233 2/8/2024		
Cash Payment	E 006-5513134 Books Non Fiction	Books	\$17.55
Invoice	2038082234 2/8/2024		
Cash Payment	E 006-5513103 Children/Young Adult	Books	\$525.20
Invoice	2038102585 2/15/2024		
Cash Payment	E 006-5513103 Children/Young Adult	Books	\$38.48
Invoice	2038086374 2/6/2024		
Cash Payment	E 006-5513106 Adult DVDs	Books	\$39.58
Invoice	H68177991 2/27/2024		
Cash Payment	E 006-5513106 Adult DVDs	Books	\$28.76
Invoice	H68177990 2/27/2024		
Cash Payment	E 006-5513133 Books Non Fiction	Books	\$18.12
Invoice	2038123268 2/27/2024		
Cash Payment	E 006-5513134 Books Non Fiction	Books	\$314.46
Invoice	2038123269 2/27/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books	\$36.22
Invoice	2038123270 2/27/2024		
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books	\$89.49
Invoice	2038112588 2/26/2024		
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books	\$52.57
Invoice	2038107686 2/21/2024		

Payments

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Cash Payment	E 006-5513103 Children/Young Adult	Books			\$119.24
Invoice	2038120945	2/22/2024			
Cash Payment	E 006-5513103 Children/Young Adult	Books			\$216.47
Invoice	2038131897	2/28/2024			
Cash Payment	E 006-5513130 Books-Reference	Books			\$249.90
Invoice	2038107516	2/16/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$41.70
Invoice	H68130770	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$50.36
Invoice	H68130771	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$25.19
Invoice	H68048540	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$46.78
Invoice	H68048541	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$28.79
Invoice	H68157960	2/27/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$28.79
Invoice	H68157961	2/27/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$19.43
Invoice	H68157962	2/27/2024			
Cash Payment	E 006-5513135 Books Non Fiction	Books			\$198.85
Invoice	2038132680	2/28/2024			
Cash Payment	E 006-5513105 Adult Audiobooks	Books			\$57.76
Invoice	2038132681	2/28/2024			
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books			\$19.27
Invoice	2038133991	3/4/2024			
Cash Payment	E 006-5513132 Books Large Print	Books			\$33.65
Invoice	2038145888	3/7/2024			
Cash Payment	E 006-5513131 Books Adult Fiction	Books			\$34.91
Invoice	2038145889	3/7/2024			
Cash Payment	E 006-5513131 Books Adult Fiction	Books			\$30.04
Invoice	2038145890	3/7/2024			
Cash Payment	E 006-5513131 Books Adult Fiction	Books			\$284.16
Invoice	2038145891	3/7/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$3,355.77
Refer	9232 WAUKESHA CO TREASURER	Ck# 107877	3/27/2024		
Cash Payment	E 006-5513499 Printing & Miscellaneous	Bookpage			\$262.80
Invoice	2024-13010053	2/12/2024			
Cash Payment	E 006-5513499 Printing & Miscellaneous	Printing			\$112.14
Invoice	2024-13011030	2/9/2024			
Cash Payment	E 006-5513300 Library Supplies	Supplies			\$1,041.91
Invoice	2024-13010030	2/9/2024			
Cash Payment	E 006-5513320 Computer Expense	Café Support			\$15,110.00
Invoice	2024-13010006	2/8/2024			
Cash Payment	E 006-5513120 Electronic materials	Materials			\$1,676.00
Invoice	2024-130100000	2/8/2024			
Cash Payment	E 006-5513499 Printing & Miscellaneous	printing			\$136.00
Invoice	2024-13010006	2/8/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$18,338.85

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Refer	9233	<u>PLAYAWAY PRODUCTS</u>	<u>Ck# 107874 3/27/2024</u>		
Cash Payment	E 004-5513900	FOEGL gift expenditures	Audio Books		\$424.94
Invoice	453657	2/15/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$424.94
Refer	9234	<u>QUALITY AWARDS LLC</u>	<u>Ck# 107875 3/27/2024</u>		
Cash Payment	E 006-5513499	Printing & Miscellaneous	Name badge		\$39.65
Invoice	32725	12/5/2023			
Cash Payment	E 006-5513499	Printing & Miscellaneous	Nmae badge		\$26.33
Invoice	2896	2/15/2024			
Cash Payment	E 006-5513499	Printing & Miscellaneous	Name badge		\$26.78
Invoice	32934	3/5/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$92.76
Refer	9235	<u>INGRAM</u>	<u>Ck# 107872 3/27/2024</u>		
Cash Payment	E 006-5513134	Books Non Fiction	Books		\$34.25
Invoice	80482297	2/14/2024			
Cash Payment	E 006-5513134	Books Non Fiction	Books		\$20.79
Invoice	80476777	2/14/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$55.04
Refer	9236	<u>TAYLOR COMPUTER SERVICES,IN</u>	<u>Ck# 107876 3/27/2024</u>		
Cash Payment	E 006-5513320	Computer Expense	Computer expenses		\$3,486.37
Invoice	25847	1/31/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$3,486.37
Refer	9237	<u>ODP BUSINESS SOLUTIONS, LLC</u>	<u>Ck# 107873 3/27/2024</u>		
Cash Payment	E 006-5513300	Library Supplies	Office Supplies		\$103.72
Invoice	352775587001	1/31/2024			
Cash Payment	E 006-5513300	Library Supplies	Napkins		\$40.48
Invoice	352776756001	1/31/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$144.20
Refer	9244	<u>FORWARD TS</u>	<u>Ck# 107870 3/27/2024</u>		
Cash Payment	E 006-5513310	Library Copy Machine	Library Printer		\$180.12
Invoice	AR220732	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$180.12
Refer	9245	<u>HOOPLA</u>	<u>Ck# 107871 3/27/2024</u>		
Cash Payment	E 006-5513120	Electronic materials	Digital ebooks, music, audiobooks, music, tv		\$311.13
Invoice	505128408	2/29/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$311.13
Refer	9298	<u>AWE ACQUISITION</u>	<u>Ck# 107868 3/27/2024</u>		
Cash Payment	E 007-5970600	5 yr Capital Library	AWE all in one early lit/after school educ station		\$7,448.00
Invoice	EGPL23001-1	1/17/2024			
Transaction Date	3/12/2024	Town Bank	1110300	Total	\$7,448.00

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Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$586.27
006 Library Operating Fund		\$25,802.91
007 5 Year Capital Fund		\$7,448.00
		<hr/>
		\$33,837.18

Pre-Written Checks	\$33,837.18
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$33,837.18

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Payments

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Payment Batch 03-2024 LIB CC		\$1,258.19	
Refer	9299 <u>AMAZON</u>	Ck# 007697	3/27/2024
Cash Payment	E 006-5513106 Adult DVDs	DVDS	\$17.82
Invoice	7899426	2/2/2024	
Cash Payment	E 006-5513106 Adult DVDs	DVDS	\$19.95
Invoice	7899426	2/2/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	DVDS	\$47.78
Invoice	4794631	2/7/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	DVDS	\$19.95
Invoice	4794631	2/7/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	DVDS	\$127.98
Invoice	2772232	2/28/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$233.48
Refer	9300 <u>HARLEY DAVIDSON MUSEUM</u>	Ck# 007701	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	ANNUAL PASS	\$500.00
Invoice	96926	2/15/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$500.00
Refer	9301 <u>CANVA.COM</u>	Ck# 007699	3/27/2024
Cash Payment	E 006-5513320 Computer Expense	SUBSCRIPTION	\$119.40
Invoice	04079-1168879	3/2/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$119.40
Refer	9302 <u>NETFLIX</u>	Ck# 007703	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	STREAMING SERVICES	\$24.14
Invoice	9584F	3/2/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$24.14
Refer	9303 <u>DISNEY PLUS</u>	Ck# 007700	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	STREAMING SERVICE FOR ROKU	\$26.23
Invoice	5AD8	3/7/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$26.23
Refer	9304 <u>AQUATIC REALMZ</u>	Ck# 007698	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	AQUARIUM SERVICES	\$90.00
Invoice	R0057112	2/16/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$90.00
Refer	9305 <u>MAD SCIENCE OF MILWAUKEE</u>	Ck# 007702	3/27/2024
Cash Payment	E 006-5513432 Youth Programing		\$220.00
Invoice	80273888933	2/12/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$220.00
Refer	9306 <u>SENDIKS</u>	Ck# 007704	3/27/2024
Cash Payment	E 006-5513300 Library Supplies	water	\$22.47
Invoice	00415426	2/21/2024	
Cash Payment	E 006-5513300 Library Supplies	water	\$22.47
Invoice	00391853	3/8/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$44.94

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Current Period: MARCH 2024

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$836.08
006 Library Operating Fund		\$422.11
		<hr/>
		\$1,258.19

Pre-Written Checks	\$1,258.19
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$1,258.19

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Current Period: MARCH 2024

Payment Batch 03-2024 CC		\$17,236.45	
Refer	9307 HOME DEPOT	Ck# 007718	3/27/2024
Cash Payment	E 002-3230400 Repair and Maintenance	caulk and adhesive gun	\$249.00
Invoice	4923	2/16/2024	
Cash Payment	E 001-5523180 Program Expenses	CLEAR ACRYLIC SHEETS	\$413.10
Invoice	CM596201812	2/9/2024	
Cash Payment	E 001-5523180 Program Expenses	RETURN	-\$413.10
Invoice	CM596201812	2/9/2024	
Cash Payment	E 001-5523180 Program Expenses	CLEAR ACRYLIC SHEETS	\$381.48
Invoice	CM61582372	3/6/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total \$630.48
Refer	9308 FARM & FLEET	Ck# 007715	3/27/2024
Cash Payment	E 001-5413199 PW Bldg & grounds mainte	generator	\$599.00
Invoice	3706	2/19/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total \$599.00
Refer	9310 NORTHERN TOOL AND EQUIPMEN	Ck# 007730	3/27/2024
Cash Payment	E 001-5413210 PW equip maint & supplies	pneumatic double ring	\$79.99
Invoice	8989	3/1/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total \$79.99
Refer	9311 PICK AND SAVE	Ck# 007732	3/27/2024
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Drill	\$27.17
Invoice	002667	2/16/2024	
Cash Payment	E 001-5143099 GG- miscellaneous exp	CHILI COOKOFF	\$178.20
Invoice	003037	3/6/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total \$205.37
Refer	9312 AMAZON	Ck# 007705	3/27/2024
Cash Payment	E 001-5193100 GG office supplies	expanding folder	\$26.97
Invoice	777463	2/28/2024	
Cash Payment	E 001-5193100 GG office supplies	PRINTER CLEANING KIT	\$55.20
Invoice	8869854	2/16/2024	
Cash Payment	E 001-5193100 GG office supplies	OFFICE SUPPLIES	\$215.91
Invoice	0243443	2/16/2024	
Cash Payment	E 001-5413210 PW equip maint & supplies	WIX FILTERS	\$37.84
Invoice	2416257	2/16/2024	
Cash Payment	E 001-5213540 Police Crime Prevention	CPA AND WIRES FOR PRESENTION TV	\$69.08
Invoice	5085829	3/1/2024	
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	OFFICE SUPPLIES	\$75.03
Invoice	3293004	2/20/2024	
Cash Payment	E 001-5213540 Police Crime Prevention	OFFICE SUPPLIES	\$60.44
Invoice	3293004	2/20/2024	
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	dispatch materials	\$49.71
Invoice	1940221	2/28/2024	
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	dispatch materials	\$41.98
Invoice	5717813	2/28/2024	
Cash Payment	E 001-5523490 Rec office supplies	Rec supplies	\$66.11
Invoice	2857057	3/6/2024	

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Payments

Current Period: MARCH 2024

Cash Payment	E 001-5193105 Assessor office supplies	Assessor Mouse and Keyboard			\$49.99
Invoice	7233817	3/8/2024			
Cash Payment	E 001-5233200 Fire-truck maintenance	Utility 24			\$37.84
Invoice	0608214	2/16/2024			
Cash Payment	E 008-5223290 Ambulance Misc	MagSafe Car Mount			\$13.64
Invoice	4622641	2/21/2024			
Cash Payment	E 001-5143199 Election Miscellaneous	Election supplies			\$43.75
Invoice	1874631	3/4/2024			
Cash Payment	E 001-5143199 Election Miscellaneous	Election supplies			\$65.16
Invoice	6015429	2/28/2024			
Cash Payment	E 001-5213410 Police-Firearms training eq	Gun cleaner			\$33.82
Invoice	1957028	2/17/2024			
Cash Payment	E 001-5213410 Police-Firearms training eq	gun cleaner			\$44.76
Invoice	6697014	2/17/2024			
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	4 monitors and cables			\$2,344.31
Invoice	4805028	2/16/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$3,331.54
Refer	9313 <i>MANYCAM</i>		<u>Ck# 007725 3/27/2024</u>		
Cash Payment	E 001-5193100 GG office supplies	STUIDO ANNUAL 2/20/24- 2/20/25			\$79.00
Invoice	DE52A1FE-0001	2/20/2024			
Cash Payment	E 001-5193100 GG office supplies	STANDARD ANNUAL 2/20/24-2/20/25			\$49.00
Invoice	98F80CA5-0001	2/20/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$128.00
Refer	9314 <i>OFFICE MAX</i>		<u>Ck# 007731 3/27/2024</u>		
Cash Payment	E 001-5193100 GG office supplies	PRINTER CLEANER			\$20.98
Invoice	272089	2/14/2024			
Cash Payment	E 001-5213555 PD Investigation Supplies	INV SUPPLIES			\$4.99
Invoice	91078924	2/23/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$25.97
Refer	9316 <i>WCMA</i>		<u>Ck# 007746 3/27/2024</u>		
Cash Payment	E 001-5143000 GG Training/Dues	GEHL MEMBERSHIP			\$51.50
Invoice		2/15/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$51.50
Refer	9317 <i>APPOINTMENT QUEST</i>		<u>Ck# 007706 3/27/2024</u>		
Cash Payment	E 001-5143335 Assessor Services	scheduling software- monthly			\$45.00
Invoice	528502410129	3/1/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$45.00
Refer	9318 <i>PITNEY BOWES CREDIT</i>		<u>Ck# 007733 3/27/2024</u>		
Cash Payment	E 001-5143325 GG Office Equip Maint	MAIL MACHINE LEASE			\$195.96
Invoice	3318782321	2/27/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$195.96
Refer	9319 <i>STAPLES ADVANTAGE</i>		<u>Ck# 007739 3/27/2024</u>		
Cash Payment	E 001-5143199 Election Miscellaneous	ABSENTEE SUPPLIES			\$54.96
Invoice	9919455215				
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$54.96
Refer	9320 <i>DOMINOS PIZZA</i>		<u>Ck# 007711 3/27/2024</u>		

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Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$52.98
Invoice	481179	2/27/2024		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$47.00
Invoice	482448	3/5/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$99.98
Refer	9321 SAMS CLUB	Ck# 007735	3/27/2024	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$109.97
Invoice	042045	2/13/2024		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Drill		\$127.68
Invoice	004297	3/5/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$237.65
Refer	9322 BIRD CITY WI	Ck# 007708	3/27/2024	
Cash Payment	E 001-5613400 Forestry-Village Landscapi	RENEWAL		\$175.00
Invoice	1662-0487	2/28/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$175.00
Refer	9324 SPECTRUM - BOX 6030	Ck# 007738	3/27/2024	
Cash Payment	E 001-5413000 Telephone,alarms PW	DPW PHONE		\$39.99
Invoice	0052365021224	2/12/2024		
Cash Payment	E 001-5203325 911 Annual Maintenance C	PRI DISPATCH		\$447.90
Invoice	07911840102012	2/1/2024		
Cash Payment	E 001-5173100 GG utilities	GG phones		\$365.16
Invoice	0052043022224	2/22/2024		
Cash Payment	E 001-5173100 GG utilities	Spectrum TV		\$38.58
Invoice	17350	2/21/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$891.63
Refer	9325 HAMPTON INN	Ck# 007717	3/27/2024	
Cash Payment	E 001-5613700 Forestry Misc/Training	WI ARBORIST WAA CONFERENCE		\$321.10
Invoice	98378707	2/25/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$321.10
Refer	9326 SYMBOL ARTS	Ck# 007740	3/27/2024	
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	PD BADGES		\$406.88
Invoice	0486130	2/29/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$406.88
Refer	9327 INPRO CORPORATION	Ck# 007720	3/27/2024	
Cash Payment	E 001-5213599 Police- Miscellaneous	CUSTOM PHOENIX SIGNS		\$73.00
Invoice	1764892	2/20/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$73.00
Refer	9328 BEST BUY	Ck# 007707	3/27/2024	
Cash Payment	E 009-5990400 Police	TRAINING ROOM TV		\$929.98
Invoice	6527338	2/26/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$929.98
Refer	9329 WALTER CURTIS	Ck# 007745	3/27/2024	
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	POCKET BADGE - HENNEN		\$46.00
Invoice	33868	2/22/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$46.00
Refer	9330 BOUND TREE MEDICAL LLC	Ck# 007709	3/27/2024	

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Payments

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Cash Payment	E 008-5223230 Ambo Medical Supplies	STABILIZATION STRAP		\$161.99
Invoice	65685443	2/19/2024		
Cash Payment	E 008-5223230 Ambo Medical Supplies	IV Flush		\$25.99
Invoice	65706603	3/5/2024		
Cash Payment	E 008-5223230 Ambo Medical Supplies	IV supplies		\$533.25
Invoice	65704379	3/4/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$721.23
Refer	9331 WALMART	Ck# 007744	3/27/2024	
Cash Payment	E 008-5223235 Medical Supplies-squads	NEON LABELS		\$2.37
Invoice	03361	3/3/2024		
Cash Payment	E 001-5523180 Program Expenses	WINTERFESR 2024		\$62.13
Invoice	05030710	2/23/2024		
Cash Payment	E 001-5523180 Program Expenses	WINTERFEST 2024		\$9.32
Invoice	90191005	2/23/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$73.82
Refer	9334 WI CHIEFS OF POLICE ASSOC INC	Ck# 007747	3/27/2024	
Cash Payment	E 001-5213400 Police Dues/Publications	MEMBERSHIP RENEWAL - RILEY		\$100.00
Invoice	10494	2/20/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$100.00
Refer	9335 VERIZON	Ck# 007743	3/27/2024	
Cash Payment	E 001-5203315 ProPhoenix /TIME	police MDC data plan		\$341.98
Invoice				
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	police phones		\$911.13
Invoice				
Cash Payment	E 002-3233000 Sewer Electric & Verizon	sewer data		\$30.01
Invoice				
Cash Payment	E 001-5413000 Telephone,alarms PW	DPW phones		\$210.37
Invoice				
Cash Payment	E 001-5173100 GG utilities	GG phones		\$136.64
Invoice				
Cash Payment	E 001-5233400 Fire-Communications	fire phones		\$62.04
Invoice				
Cash Payment	E 001-5523100 Recreation -Telephone	recr-pool data		\$70.98
Invoice				
Cash Payment	E 008-5223400 EMS Communications	EMS phone		\$5.08
Invoice				
Transaction Date	3/13/2024	Town Bank	1110300	Total \$1,768.23
Refer	9336 INTERSTATE ALL BATTERY CENT	Ck# 007721	3/27/2024	
Cash Payment	E 001-5213215 Police-Other Equip maint	TRAFFIC CONE LIGHTING EQUIPMENT		\$81.00
Invoice	1916901014827	2/29/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$81.00
Refer	9339 NAPA NEW BERLIN	Ck# 007728	3/27/2024	
Cash Payment	E 001-5213200 Police Gasoline	SEALER - EXHAUST		\$4.99
Invoice	552545	2/28/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	DIRECTOR'S CAR		\$124.44
Invoice	5243-552615	2/29/2024		
Transaction Date	3/14/2024	Town Bank	1110300	Total \$129.43

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Refer	9341	<u>SENDIKS</u>	<u>Ck# 007737 3/27/2024</u>		
Cash Payment	G 001-3260450	FB-Fire Drill Funds	Drill		\$14.72
Invoice	00358403	2/13/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$14.72
Refer	9342	<u>MENARDS</u>	<u>Ck# 007726 3/27/2024</u>		
Cash Payment	E 001-5173200	GG Bldg maintenance	batteries		\$154.80
Invoice	6580	3/6/2024			
Cash Payment	E 001-5173200	GG Bldg maintenance	digital ceramic heaters		\$89.98
Invoice	3016	3/5/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$244.78
Refer	9346	<u>KWIK TRIP</u>	<u>Ck# 007723 3/27/2024</u>		
Cash Payment	E 001-5213555	PD Investigation Supplies	SNACKS FOR BRIEFING		\$25.92
Invoice	8569777	3/6/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$25.92
Refer	9349	<u>SAVVIK BUYING GROUP</u>	<u>Ck# 007736 3/27/2024</u>		
Cash Payment	E 009-5990600	EMS	UNIFORMS		\$2,407.44
Invoice	2133	2/15/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$2,407.44
Refer	9265	<u>INDEED</u>	<u>Ck# 007719 3/27/2024</u>		
Cash Payment	E 001-5193200	GG Print/Publish/Postage	Feb 2024 Sponsored Jobs - Admin Assistant		\$292.53
Invoice	89837752	2/29/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$292.53
Refer	9352	<u>NATIONAL REGISTRY OF EMT S</u>	<u>Ck# 007729 3/27/2024</u>		
Cash Payment	E 008-5223520	EMS Training	GREWE EMT TEST		\$104.00
Invoice	897125	2/20/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$104.00
Refer	9356	<u>RING CENTRAL</u>	<u>Ck# 007734 3/27/2024</u>		
Cash Payment	E 001-5523100	Recreation -Telephone	MONTHLY SUBSCRIPTION		\$38.89
Invoice	12626804002	3/5/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$38.89
Refer	9359	<u>ELLIOTT ACE HARDWARE</u>	<u>Ck# 007713 3/27/2024</u>		
Cash Payment	E 007-5970100	5 yr Capital Gen Govt	mounting tape		\$9.89
Invoice	442661	2/28/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$9.89
Refer	9362	<u>USPS</u>	<u>Ck# 007742 3/27/2024</u>		
Cash Payment	E 001-5193200	GG Print/Publish/Postage	PRIORITY MAIL		\$19.70
Invoice	073230	2/16/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$19.70
Refer	9364	<u>FACTORY MOTOR PARTS</u>	<u>Ck# 007714 3/27/2024</u>		
Cash Payment	E 001-5413210	PW equip maint & supplies	BRAKE LINE		\$402.08
Invoice	13-1722833	2/23/2024			
Cash Payment	E 001-5213210	Police-vehicle repair/maint	BRAKE LINING		\$85.52
Invoice	160-201290	2/23/2024			
Cash Payment	E 001-5413210	PW equip maint & supplies	MTC ARM ASY FRONT SUS		\$169.65
Invoice	160-201924	2/29/2024			

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Cash Payment	E 001-5213210 Police-vehicle repair/maint	BRAKE LINING - SQUADS		\$488.63
Invoice	13-1723267	2/29/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	DPW Director car		\$161.41
Invoice	13-1723422	3/1/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	Directors car		\$513.05
Invoice	131721548	2/9/2024		
Transaction Date	3/14/2024	Town Bank	1110300	Total \$1,820.34
Refer	9368	<u>METRO MARKET</u>	<u>Ck# 007727 3/27/2024</u>	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Drill		\$13.63
Invoice	054978	2/13/2024		
Transaction Date	3/15/2024	Town Bank	1110300	Total \$13.63
Refer	9375	<u>EBAY</u>	<u>Ck# 007712 3/27/2024</u>	
Cash Payment	E 001-5413210 PW equip maint & supplies	F550 SWAP LOADER FENDER		\$416.75
Invoice	07-11278-49541	3/6/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	SHOP GREASE GUN		\$69.50
Invoice	17-11186-81536	2/16/2024		
Transaction Date	3/18/2024	Town Bank	1110300	Total \$486.25
Refer	9398	<u>LOCAL GOVERNMENT EDUCATIO</u>	<u>Ck# 007724 3/27/2024</u>	
Cash Payment	E 001-5143000 GG Training/Dues	Local Government Education WGFOA Active Membership		\$25.00
Invoice		2/21/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$25.00
Refer	9400	<u>THE OSTHOFF RESORT</u>	<u>Ck# 007741 3/27/2024</u>	
Cash Payment	E 001-5143000 GG Training/Dues	WI City Manager Conference 2024		\$149.64
Invoice	167179	2/29/2024		
Cash Payment	E 001-5143000 GG Training/Dues	Tax Refund		-\$20.64
Invoice	167179	2/29/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$129.00
Refer	9402	<u>CONSTANT CONTACT</u>	<u>Ck# 007710 3/27/2024</u>	
Cash Payment	E 001-5193699 Community Relations	monthly subscription		\$55.00
Invoice		3/8/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$55.00
Refer	9404	<u>GALLS</u>	<u>Ck# 007716 3/27/2024</u>	
Cash Payment	E 009-5990500 Fire	Replacement badge		\$24.14
Invoice		3/1/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$24.14
Refer	9407	<u>KRANZ INC</u>	<u>Ck# 007722 3/27/2024</u>	
Cash Payment	E 001-5173300 Building Supplies	PAPER TOWEL		\$122.52
Invoice	1797121-01	2/19/2024		
Transaction Date	3/20/2024	Town Bank	1110300	Total \$122.52

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Fund Summary

	1110300 Town Bank	
001 General Fund		\$10,303.67
002 Sewer Fund		\$279.01
007 5 Year Capital Fund		\$2,445.89
008 Emergency Medical Service		\$846.32
009 Donation Fund		\$3,361.56
		<hr/>
		\$17,236.45

Pre-Written Checks	\$17,236.45
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$17,236.45

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Payments Batch 2.2024 ACH		\$3,830,970.10	
Refer	9159 <u>WI RETIREMENT SYSTEM</u>	Ck# 006160E 2/29/2024	
Cash Payment	G 001-2110510 Accr Monthly WRS liability monthly retirement pymt		\$52,459.73
Invoice	013124 1/31/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$52,459.73
Refer	9160 <u>DELTA DENTAL</u>	Ck# 006151E 2/29/2024	
Cash Payment	G 001-2111150 Dental Insur Payable dental insurance		\$1,672.55
Invoice	022924 2/29/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$1,672.55
Refer	9161 <u>DIVERSIFIED BENEFIT SERVICES I</u>	Ck# 006153E 2/29/2024	
Cash Payment	G 001-2111190 FSA Payable FSA and HRA reimbursements		\$2,600.46
Invoice	022924 2/29/2024		
Cash Payment	G 001-2110370 Accr HRA FSA and HRA reimbursements		\$25,636.68
Invoice	022924 2/29/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$28,237.14
Refer	9162 <u>UNITED HEALTH CARE OF WI</u>	Ck# 006157E 2/29/2024	
Cash Payment	E 001-5142015 GG- Health/dental insuran health insurance Feb		\$7,603.36
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5202015 Dispatch Health/dental Ins health insurance Feb		\$4,915.16
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5212015 Police Health Insurance health insurance Feb		\$30,022.90
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5412015 DPW Health/dental insura health insurance Feb		\$10,085.02
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5522015 Recreation health/dental i health insurance Feb		\$633.91
Invoice	446035368275 1/13/2024		
Cash Payment	E 001-5612015 Forestry- Health health insurance Feb		\$1,733.79
Invoice	446035368275 1/13/2024		
Cash Payment	G 001-2111560 Krahn insurance health insurance Feb		\$342.29
Invoice	446035368275 1/13/2024		
Transaction Date	2/21/2024	Town Bank 1110300	Total \$55,336.43
Refer	9163 <u>SUN LIFE FINANCIAL</u>	Ck# 006156E 2/29/2024	
Cash Payment	E 001-5142040 Administration-st disability disability short and long term		\$176.00
Invoice	020124 2/1/2024		
Cash Payment	E 001-5142025 GG-disability insurance disability short and long term		\$65.36
Invoice	020124 2/1/2024		
Cash Payment	E 001-5202025 Dispatch-disabilitiy insuran disability short and long term		\$33.00
Invoice	020124 2/1/2024		
Cash Payment	E 001-5212025 Police Disability disability short and long term		\$140.80
Invoice	020124 2/1/2024		
Cash Payment	E 001-5412025 DPW Disability Insurance disability short and long term		\$54.88
Invoice	020124 2/1/2024		
Cash Payment	E 001-5612025 Forestry Disability disability short and long term		\$6.60
Invoice	020124 2/1/2024		
Cash Payment	E 001-5522025 Recreation-Disability insur disability short and long term		\$8.80
Invoice	020124 2/1/2024		

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Cash Payment	E 006-5512025	Library Disability Insuranc	disability short and long term		\$22.00
Invoice	020124	2/1/2024			
Transaction Date	2/21/2024	Town Bank	1110300	Total	\$507.44
Refer	9164	ADP LLC	Ck# 006150E 2/29/2024		
Cash Payment	E 001-5143360	Payroll Processing-	payroll fees		\$403.06
Invoice	654001431	2/9/2024			
Cash Payment	G 001-2110100	Accts Payable	payroll fees		\$1,150.00
Invoice	654001431	2/9/2024			
Transaction Date	2/21/2024	Town Bank	1110300	Total	\$1,553.06
Refer	9165	GLOBAL PAYMENTS	Ck# 006154E 2/29/2024		
Cash Payment	E 001-5524901	credit card fees	recreation credit card fees		\$232.75
Invoice	013124	1/31/2024			
Transaction Date	2/21/2024	Town Bank	1110300	Total	\$232.75
Refer	9166	WE ENERGIES	Ck# 006158E 2/29/2024		
Cash Payment	E 001-5173100	GG utilities	12/26-1/24 service		\$7,796.79
Invoice	012424	1/24/2024			
Cash Payment	E 001-5413010	PW Utilities	12/26-1/24 service		\$784.94
Invoice	012424	1/24/2024			
Cash Payment	E 001-5423120	StreetLights-electric	12/26-1/24 service		\$1,262.88
Invoice	012424	1/24/2024			
Cash Payment	E 001-5523120	Recreation Electric	12/26-1/24 service		\$435.26
Invoice	012424	1/24/2024			
Cash Payment	E 001-5523110	Recreation-Heating	12/26-1/24 service		\$178.42
Invoice	012424	1/24/2024			
Cash Payment	E 002-3233000	Sewer Electric & Verizon	12/26-1/24 service		\$161.38
Invoice	012424	1/24/2024			
Transaction Date	2/21/2024	Town Bank	1110300	Total	\$10,619.67
Refer	9168	WI DEPT OF REVENUE 8910	Ck# 006159E 2/29/2024		
Cash Payment	G 001-2110900	Sales Tax, Accrued	Jan sales tax		\$239.14
Invoice	013124	1/31/2024			
Cash Payment	R 001-4419000	GG Misc Revenue	Jan sales tax		-\$10.00
Invoice	013124	1/31/2024			
Transaction Date	2/21/2024	Town Bank	1110300	Total	\$229.14
Refer	9169	GREAT AMERICA FINANCIAL SRV	Ck# 006155E 2/29/2024		
Cash Payment	E 001-5143326	Village wide copy equip	copier lease		\$185.00
Invoice	35730284	1/16/2024			
Transaction Date	2/21/2024	Town Bank	1110300	Total	\$185.00
Refer	9176	DEPOSITORY TRUST COMPANY	Ck# 006152E 2/29/2024		
Cash Payment	E 010-5923100	Debt Retirement-Interest	interest pymt 2012 debt		\$19,196.25
Invoice	020124	2/1/2024			
Transaction Date	2/21/2024	Town Bank	1110300	Total	\$19,196.25
Refer	9238	ELMBROOK SCHOOL DISTRICT	Ck# 006161E 2/29/2024		
Cash Payment	G 001-1210100	Current Year s Tax Roll	Jan tax settlement		\$2,822,588.59
Invoice					
Transaction Date	3/4/2024	Town Bank	1110300	Total	\$2,822,588.59
Refer	9239	WAUKESHA CO TREASURER	Ck# 006162E 2/29/2024		

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Cash Payment G 001-1210100 Current Year s Tax Roll tax settlement \$603,682.00					
Invoice					
Transaction Date	3/4/2024	Town Bank	1110300	Total	\$603,682.00
Refer	9240 WAUKESHA CO TECH COLLEGE		Ck# 006163E 2/29/2024		
Cash Payment G 001-1210100 Current Year s Tax Roll tax settlement \$108,747.47					
Invoice					
Transaction Date	3/4/2024	Town Bank	1110300	Total	\$108,747.47
Refer	9241 DEPOSITORY TRUST COMPANY		Ck# 006164E 2/29/2024		
Cash Payment E 010-5913100 Debt Retirement-Principal debt pymt 2019 GO bonds \$100,000.00					
Invoice					
Cash Payment E 010-5923100 Debt Retirement-Interest debt pymt 2019 GO bonds \$24,721.88					
Invoice					
Transaction Date	3/4/2024	Town Bank	1110300	Total	\$124,721.88
Refer	9242 PITNEY BOWES INC.		Ck# 006165E 2/29/2024		
Cash Payment E 001-5193200 GG Print/Publish/Postage postage \$1,001.00					
Invoice					
Transaction Date	3/4/2024	Town Bank	1110300	Total	\$1,001.00

Fund Summary

	1110300 Town Bank
001 General Fund	\$3,686,868.59
002 Sewer Fund	\$161.38
006 Library Operating Fund	\$22.00
010 Debt Service Fund	\$143,918.13
	\$3,830,970.10

Pre-Written Checks	\$3,830,970.10
Checks to be Generated by the Computer	\$0.00
Total	\$3,830,970.10

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Payment Batch 03-2024 CC		\$17,236.45	
Refer	9307 HOME DEPOT	Ck# 007718	3/27/2024
Cash Payment	E 002-3230400 Repair and Maintenance	caulk and adhesive gun	\$249.00
Invoice	4923	2/16/2024	
Cash Payment	E 001-5523180 Program Expenses	CLEAR ACRYLIC SHEETS	\$413.10
Invoice	CM596201812	2/9/2024	
Cash Payment	E 001-5523180 Program Expenses	RETURN	-\$413.10
Invoice	CM596201812	2/9/2024	
Cash Payment	E 001-5523180 Program Expenses	CLEAR ACRYLIC SHEETS	\$381.48
Invoice	CM61582372	3/6/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total
			\$630.48
Refer	9308 FARM & FLEET	Ck# 007715	3/27/2024
Cash Payment	E 001-5413199 PW Bldg & grounds mainte	generator	\$599.00
Invoice	3706	2/19/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total
			\$599.00
Refer	9310 NORTHERN TOOL AND EQUIPMEN	Ck# 007730	3/27/2024
Cash Payment	E 001-5413210 PW equip maint & supplies	pneumatic double ring	\$79.99
Invoice	8989	3/1/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total
			\$79.99
Refer	9311 PICK AND SAVE	Ck# 007732	3/27/2024
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Drill	\$27.17
Invoice	002667	2/16/2024	
Cash Payment	E 001-5143099 GG- miscellaneous exp	CHILI COOKOFF	\$178.20
Invoice	003037	3/6/2024	
Transaction Date	3/13/2024	Town Bank	1110300
			Total
			\$205.37
Refer	9312 AMAZON	Ck# 007705	3/27/2024
Cash Payment	E 001-5193100 GG office supplies	expanding folder	\$26.97
Invoice	777463	2/28/2024	
Cash Payment	E 001-5193100 GG office supplies	PRINTER CLEANING KIT	\$55.20
Invoice	8869854	2/16/2024	
Cash Payment	E 001-5193100 GG office supplies	OFFICE SUPPLIES	\$215.91
Invoice	0243443	2/16/2024	
Cash Payment	E 001-5413210 PW equip maint & supplies	WIX FILTERS	\$37.84
Invoice	2416257	2/16/2024	
Cash Payment	E 001-5213540 Police Crime Prevention	CPA AND WIRES FOR PRESENTION TV	\$69.08
Invoice	5085829	3/1/2024	
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	OFFICE SUPPLIES	\$75.03
Invoice	3293004	2/20/2024	
Cash Payment	E 001-5213540 Police Crime Prevention	OFFICE SUPPLIES	\$60.44
Invoice	3293004	2/20/2024	
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	dispatch materials	\$49.71
Invoice	1940221	2/28/2024	
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	dispatch materials	\$41.98
Invoice	5717813	2/28/2024	
Cash Payment	E 001-5523490 Rec office supplies	Rec supplies	\$66.11
Invoice	2857057	3/6/2024	

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Cash Payment	E 001-5193105 Assessor office supplies	Assessor Mouse and Keyboard			\$49.99
Invoice	7233817	3/8/2024			
Cash Payment	E 001-5233200 Fire-truck maintenance	Utility 24			\$37.84
Invoice	0608214	2/16/2024			
Cash Payment	E 008-5223290 Ambulance Misc	MagSafe Car Mount			\$13.64
Invoice	4622641	2/21/2024			
Cash Payment	E 001-5143199 Election Miscellaneous	Election supplies			\$43.75
Invoice	1874631	3/4/2024			
Cash Payment	E 001-5143199 Election Miscellaneous	Election supplies			\$65.16
Invoice	6015429	2/28/2024			
Cash Payment	E 001-5213410 Police-Firearms training eq	Gun cleaner			\$33.82
Invoice	1957028	2/17/2024			
Cash Payment	E 001-5213410 Police-Firearms training eq	gun cleaner			\$44.76
Invoice	6697014	2/17/2024			
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	4 monitors and cables			\$2,344.31
Invoice	4805028	2/16/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$3,331.54
Refer	9313 <i>MANYCAM</i>	<u>Ck# 007725 3/27/2024</u>			
Cash Payment	E 001-5193100 GG office supplies	STUIDO ANNUAL 2/20/24- 2/20/25			\$79.00
Invoice	DE52A1FE-0001	2/20/2024			
Cash Payment	E 001-5193100 GG office supplies	STANDARD ANNUAL 2/20/24-2/20/25			\$49.00
Invoice	98F80CA5-0001	2/20/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$128.00
Refer	9314 <i>OFFICE MAX</i>	<u>Ck# 007731 3/27/2024</u>			
Cash Payment	E 001-5193100 GG office supplies	PRINTER CLEANER			\$20.98
Invoice	272089	2/14/2024			
Cash Payment	E 001-5213555 PD Investigation Supplies	INV SUPPLIES			\$4.99
Invoice	91078924	2/23/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$25.97
Refer	9316 <i>WCMA</i>	<u>Ck# 007746 3/27/2024</u>			
Cash Payment	E 001-5143000 GG Training/Dues	GEHL MEMBERSHIP			\$51.50
Invoice		2/15/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$51.50
Refer	9317 <i>APPOINTMENT QUEST</i>	<u>Ck# 007706 3/27/2024</u>			
Cash Payment	E 001-5143335 Assessor Services	scheduling software- monthly			\$45.00
Invoice	528502410129	3/1/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$45.00
Refer	9318 <i>PITNEY BOWES CREDIT</i>	<u>Ck# 007733 3/27/2024</u>			
Cash Payment	E 001-5143325 GG Office Equip Maint	MAIL MACHINE LEASE			\$195.96
Invoice	3318782321	2/27/2024			
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$195.96
Refer	9319 <i>STAPLES ADVANTAGE</i>	<u>Ck# 007739 3/27/2024</u>			
Cash Payment	E 001-5143199 Election Miscellaneous	ABSENTEE SUPPLIES			\$54.96
Invoice	9919455215				
Transaction Date	3/13/2024	Town Bank	1110300	Total	\$54.96
Refer	9320 <i>DOMINOS PIZZA</i>	<u>Ck# 007711 3/27/2024</u>			

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Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$52.98
Invoice	481179	2/27/2024		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$47.00
Invoice	482448	3/5/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$99.98
Refer	9321 SAMS CLUB	Ck# 007735	3/27/2024	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$109.97
Invoice	042045	2/13/2024		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Drill		\$127.68
Invoice	004297	3/5/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$237.65
Refer	9322 BIRD CITY WI	Ck# 007708	3/27/2024	
Cash Payment	E 001-5613400 Forestry-Village Landscapi	RENEWAL		\$175.00
Invoice	1662-0487	2/28/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$175.00
Refer	9324 SPECTRUM - BOX 6030	Ck# 007738	3/27/2024	
Cash Payment	E 001-5413000 Telephone,alarms PW	DPW PHONE		\$39.99
Invoice	0052365021224	2/12/2024		
Cash Payment	E 001-5203325 911 Annual Maintenance C	PRI DISPATCH		\$447.90
Invoice	07911840102012	2/1/2024		
Cash Payment	E 001-5173100 GG utilities	GG phones		\$365.16
Invoice	0052043022224	2/22/2024		
Cash Payment	E 001-5173100 GG utilities	Spectrum TV		\$38.58
Invoice	17350	2/21/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$891.63
Refer	9325 HAMPTON INN	Ck# 007717	3/27/2024	
Cash Payment	E 001-5613700 Forestry Misc/Training	WI ARBORIST WAA CONFERENCE		\$321.10
Invoice	98378707	2/25/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$321.10
Refer	9326 SYMBOL ARTS	Ck# 007740	3/27/2024	
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	PD BADGES		\$406.88
Invoice	0486130	2/29/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$406.88
Refer	9327 INPRO CORPORATION	Ck# 007720	3/27/2024	
Cash Payment	E 001-5213599 Police- Miscellaneous	CUSTOM PHOENIX SIGNS		\$73.00
Invoice	1764892	2/20/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$73.00
Refer	9328 BEST BUY	Ck# 007707	3/27/2024	
Cash Payment	E 009-5990400 Police	TRAINING ROOM TV		\$929.98
Invoice	6527338	2/26/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$929.98
Refer	9329 WALTER CURTIS	Ck# 007745	3/27/2024	
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	POCKET BADGE - HENNEN		\$46.00
Invoice	33868	2/22/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$46.00
Refer	9330 BOUND TREE MEDICAL LLC	Ck# 007709	3/27/2024	

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Cash Payment	E 008-5223230 Ambo Medical Supplies	STABILIZATION STRAP		\$161.99
Invoice	65685443	2/19/2024		
Cash Payment	E 008-5223230 Ambo Medical Supplies	IV Flush		\$25.99
Invoice	65706603	3/5/2024		
Cash Payment	E 008-5223230 Ambo Medical Supplies	IV supplies		\$533.25
Invoice	65704379	3/4/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$721.23
Refer	9331 <u>WALMART</u>	<u>Ck# 007744</u>	<u>3/27/2024</u>	
Cash Payment	E 008-5223235 Medical Supplies-squads	NEON LABELS		\$2.37
Invoice	03361	3/3/2024		
Cash Payment	E 001-5523180 Program Expenses	WINTERFESR 2024		\$62.13
Invoice	05030710	2/23/2024		
Cash Payment	E 001-5523180 Program Expenses	WINTERFEST 2024		\$9.32
Invoice	90191005	2/23/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$73.82
Refer	9334 <u>WI CHIEFS OF POLICE ASSOC INC</u>	<u>Ck# 007747</u>	<u>3/27/2024</u>	
Cash Payment	E 001-5213400 Police Dues/Publications	MEMBERSHIP RENEWAL - RILEY		\$100.00
Invoice	10494	2/20/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$100.00
Refer	9335 <u>VERIZON</u>	<u>Ck# 007743</u>	<u>3/27/2024</u>	
Cash Payment	E 001-5203315 ProPhoenix /TIME	police MDC data plan		\$341.98
Invoice				
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	police phones		\$911.13
Invoice				
Cash Payment	E 002-3233000 Sewer Electric & Verizon	sewer data		\$30.01
Invoice				
Cash Payment	E 001-5413000 Telephone,alarms PW	DPW phones		\$210.37
Invoice				
Cash Payment	E 001-5173100 GG utilities	GG phones		\$136.64
Invoice				
Cash Payment	E 001-5233400 Fire-Communications	fire phones		\$62.04
Invoice				
Cash Payment	E 001-5523100 Recreation -Telephone	recr-pool data		\$70.98
Invoice				
Cash Payment	E 008-5223400 EMS Communications	EMS phone		\$5.08
Invoice				
Transaction Date	3/13/2024	Town Bank	1110300	Total \$1,768.23
Refer	9336 <u>INTERSTATE ALL BATTERY CENT</u>	<u>Ck# 007721</u>	<u>3/27/2024</u>	
Cash Payment	E 001-5213215 Police-Other Equip maint	TRAFFIC CONE LIGHTING EQUIPMENT		\$81.00
Invoice	1916901014827	2/29/2024		
Transaction Date	3/13/2024	Town Bank	1110300	Total \$81.00
Refer	9339 <u>NAPA NEW BERLIN</u>	<u>Ck# 007728</u>	<u>3/27/2024</u>	
Cash Payment	E 001-5213200 Police Gasoline	SEALER - EXHAUST		\$4.99
Invoice	552545	2/28/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	DIRECTOR'S CAR		\$124.44
Invoice	5243-552615	2/29/2024		
Transaction Date	3/14/2024	Town Bank	1110300	Total \$129.43

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Refer	9341	<u>SENDIKS</u>	<u>Ck# 007737 3/27/2024</u>		
Cash Payment	G 001-3260450	FB-Fire Drill Funds	Drill		\$14.72
Invoice	00358403	2/13/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$14.72
Refer	9342	<u>MENARDS</u>	<u>Ck# 007726 3/27/2024</u>		
Cash Payment	E 001-5173200	GG Bldg maintenance	batteries		\$154.80
Invoice	6580	3/6/2024			
Cash Payment	E 001-5173200	GG Bldg maintenance	digital ceramic heaters		\$89.98
Invoice	3016	3/5/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$244.78
Refer	9346	<u>KWIK TRIP</u>	<u>Ck# 007723 3/27/2024</u>		
Cash Payment	E 001-5213555	PD Investigation Supplies	SNACKS FOR BRIEFING		\$25.92
Invoice	8569777	3/6/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$25.92
Refer	9349	<u>SAVVIK BUYING GROUP</u>	<u>Ck# 007736 3/27/2024</u>		
Cash Payment	E 009-5990600	EMS	UNIFORMS		\$2,407.44
Invoice	2133	2/15/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$2,407.44
Refer	9265	<u>INDEED</u>	<u>Ck# 007719 3/27/2024</u>		
Cash Payment	E 001-5193200	GG Print/Publish/Postage	Feb 2024 Sponsored Jobs - Admin Assistant		\$292.53
Invoice	89837752	2/29/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$292.53
Refer	9352	<u>NATIONAL REGISTRY OF EMT S</u>	<u>Ck# 007729 3/27/2024</u>		
Cash Payment	E 008-5223520	EMS Training	GREWE EMT TEST		\$104.00
Invoice	897125	2/20/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$104.00
Refer	9356	<u>RING CENTRAL</u>	<u>Ck# 007734 3/27/2024</u>		
Cash Payment	E 001-5523100	Recreation -Telephone	MONTHLY SUBSCRIPTION		\$38.89
Invoice	12626804002	3/5/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$38.89
Refer	9359	<u>ELLIOTT ACE HARDWARE</u>	<u>Ck# 007713 3/27/2024</u>		
Cash Payment	E 007-5970100	5 yr Capital Gen Govt	mounting tape		\$9.89
Invoice	442661	2/28/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$9.89
Refer	9362	<u>USPS</u>	<u>Ck# 007742 3/27/2024</u>		
Cash Payment	E 001-5193200	GG Print/Publish/Postage	PRIORITY MAIL		\$19.70
Invoice	073230	2/16/2024			
Transaction Date	3/14/2024	Town Bank	1110300	Total	\$19.70
Refer	9364	<u>FACTORY MOTOR PARTS</u>	<u>Ck# 007714 3/27/2024</u>		
Cash Payment	E 001-5413210	PW equip maint & supplies	BRAKE LINE		\$402.08
Invoice	13-1722833	2/23/2024			
Cash Payment	E 001-5213210	Police-vehicle repair/maint	BRAKE LINING		\$85.52
Invoice	160-201290	2/23/2024			
Cash Payment	E 001-5413210	PW equip maint & supplies	MTC ARM ASY FRONT SUS		\$169.65
Invoice	160-201924	2/29/2024			

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Cash Payment	E 001-5213210 Police-vehicle repair/maint	BRAKE LINING - SQUADS		\$488.63
Invoice	13-1723267	2/29/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	DPW Director car		\$161.41
Invoice	13-1723422	3/1/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	Directors car		\$513.05
Invoice	131721548	2/9/2024		
Transaction Date	3/14/2024	Town Bank	1110300	Total \$1,820.34
Refer	9368	<u>METRO MARKET</u>	<u>Ck# 007727 3/27/2024</u>	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	Drill		\$13.63
Invoice	054978	2/13/2024		
Transaction Date	3/15/2024	Town Bank	1110300	Total \$13.63
Refer	9375	<u>EBAY</u>	<u>Ck# 007712 3/27/2024</u>	
Cash Payment	E 001-5413210 PW equip maint & supplies	F550 SWAP LOADER FENDER		\$416.75
Invoice	07-11278-49541	3/6/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	SHOP GREASE GUN		\$69.50
Invoice	17-11186-81536	2/16/2024		
Transaction Date	3/18/2024	Town Bank	1110300	Total \$486.25
Refer	9398	<u>LOCAL GOVERNMENT EDUCATIO</u>	<u>Ck# 007724 3/27/2024</u>	
Cash Payment	E 001-5143000 GG Training/Dues	Local Government Education WGFOA Active Membership		\$25.00
Invoice		2/21/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$25.00
Refer	9400	<u>THE OSTHOFF RESORT</u>	<u>Ck# 007741 3/27/2024</u>	
Cash Payment	E 001-5143000 GG Training/Dues	WI City Manager Conference 2024		\$149.64
Invoice	167179	2/29/2024		
Cash Payment	E 001-5143000 GG Training/Dues	Tax Refund		-\$20.64
Invoice	167179	2/29/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$129.00
Refer	9402	<u>CONSTANT CONTACT</u>	<u>Ck# 007710 3/27/2024</u>	
Cash Payment	E 001-5193699 Community Relations	monthly subscription		\$55.00
Invoice		3/8/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$55.00
Refer	9404	<u>GALLS</u>	<u>Ck# 007716 3/27/2024</u>	
Cash Payment	E 009-5990500 Fire	Replacement badge		\$24.14
Invoice		3/1/2024		
Transaction Date	3/19/2024	Town Bank	1110300	Total \$24.14
Refer	9407	<u>KRANZ INC</u>	<u>Ck# 007722 3/27/2024</u>	
Cash Payment	E 001-5173300 Building Supplies	PAPER TOWEL		\$122.52
Invoice	1797121-01	2/19/2024		
Transaction Date	3/20/2024	Town Bank	1110300	Total \$122.52

Payments

Current Period: MARCH 2024

Fund Summary

	1110300 Town Bank	
001 General Fund		\$10,303.67
002 Sewer Fund		\$279.01
007 5 Year Capital Fund		\$2,445.89
008 Emergency Medical Service		\$846.32
009 Donation Fund		\$3,361.56
		<hr/>
		\$17,236.45

Pre-Written Checks	\$17,236.45
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$17,236.45

**Village of Elm Grove
Voucher List**

3/26/2024

BATCH NAME	AMOUNT
2.2024 ACH	3,830,970.10
3-2024 AP	314,993.39
3-2024 Lib AP	33,837.18
3-2024 Lib CC	\$ 1,258.19
3-2024 CC	\$ 17,236.45
TOTAL	\$ 4,198,295.31

Total CC **\$ 18,494.64**

Payments

Current Period: MARCH 2024

Payment Batch 03-2024-LIB		\$33,837.18
Refer	9231 <i>BAKER & TAYLOR COMPANY</i>	Ck# 107869 3/27/2024
Cash Payment	E 006-5513105 Adult Audiobooks	Books \$22.43
Invoice	2038108200 2/2/2024	
Cash Payment	E 006-5513132 Books Large Print	Books \$19.28
Invoice	2038108201 2/20/2024	
Cash Payment	E 006-5513131 Books Adult Fiction	Books \$36.57
Invoice	2038108202 2/20/2024	
Cash Payment	E 006-5513131 Books Adult Fiction	Books \$33.89
Invoice	2038108203 2/2/2024	
Cash Payment	E 006-5513131 Books Adult Fiction	Books \$193.65
Invoice	2038108204 2/20/2024	
Cash Payment	E 006-5513137 Books NF 800	Books \$59.53
Invoice	2038108205 2/20/2024	
Cash Payment	E 006-5513135 Books Non Fiction	Books \$18.13
Invoice	2038094355 2/12/2024	
Cash Payment	E 006-5513105 Adult Audiobooks	Books \$25.23
Invoice	2038094356 2/12/2024	
Cash Payment	E 006-5513132 Books Large Print	Books \$149.06
Invoice	2038094357 2/12/2024	
Cash Payment	E 006-5513134 Books Non Fiction	Books \$18.13
Invoice	2038094358 2/12/2024	
Cash Payment	E 006-5513131 Books Adult Fiction	Books \$15.45
Invoice	2038094359 2/12/2024	
Cash Payment	E 006-5513131 Books Adult Fiction	Books \$65.42
Invoice	2038094360 2/12/2024	
Cash Payment	E 006-5513105 Adult Audiobooks	Books \$53.28
Invoice	2038082233 2/8/2024	
Cash Payment	E 006-5513134 Books Non Fiction	Books \$17.55
Invoice	2038082234 2/8/2024	
Cash Payment	E 006-5513103 Children/Young Adult	Books \$525.20
Invoice	2038102585 2/15/2024	
Cash Payment	E 006-5513103 Children/Young Adult	Books \$38.48
Invoice	2038086374 2/6/2024	
Cash Payment	E 006-5513106 Adult DVDs	Books \$39.58
Invoice	H68177991 2/27/2024	
Cash Payment	E 006-5513106 Adult DVDs	Books \$28.76
Invoice	H68177990 2/27/2024	
Cash Payment	E 006-5513133 Books Non Fiction	Books \$18.12
Invoice	2038123268 2/27/2024	
Cash Payment	E 006-5513134 Books Non Fiction	Books \$314.46
Invoice	2038123269 2/27/2024	
Cash Payment	E 006-5513131 Books Adult Fiction	Books \$36.22
Invoice	2038123270 2/27/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books \$89.49
Invoice	2038112588 2/26/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books \$52.57
Invoice	2038107686 2/21/2024	

Payments

Current Period: MARCH 2024

Cash Payment	E 006-5513103 Children/Young Adult	Books			\$119.24
Invoice	2038120945	2/22/2024			
Cash Payment	E 006-5513103 Children/Young Adult	Books			\$216.47
Invoice	2038131897	2/28/2024			
Cash Payment	E 006-5513130 Books-Reference	Books			\$249.90
Invoice	2038107516	2/16/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$41.70
Invoice	H68130770	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$50.36
Invoice	H68130771	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$25.19
Invoice	H68048540	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$46.78
Invoice	H68048541	2/26/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$28.79
Invoice	H68157960	2/27/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$28.79
Invoice	H68157961	2/27/2024			
Cash Payment	E 006-5513106 Adult DVDs	DVDS			\$19.43
Invoice	H68157962	2/27/2024			
Cash Payment	E 006-5513135 Books Non Fiction	Books			\$198.85
Invoice	2038132680	2/28/2024			
Cash Payment	E 006-5513105 Adult Audiobooks	Books			\$57.76
Invoice	2038132681	2/28/2024			
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books			\$19.27
Invoice	2038133991	3/4/2024			
Cash Payment	E 006-5513132 Books Large Print	Books			\$33.65
Invoice	2038145888	3/7/2024			
Cash Payment	E 006-5513131 Books Adult Fiction	Books			\$34.91
Invoice	2038145889	3/7/2024			
Cash Payment	E 006-5513131 Books Adult Fiction	Books			\$30.04
Invoice	2038145890	3/7/2024			
Cash Payment	E 006-5513131 Books Adult Fiction	Books			\$284.16
Invoice	2038145891	3/7/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$3,355.77
Refer	9232 WAUKESHA CO TREASURER	Ck# 107877	3/27/2024		
Cash Payment	E 006-5513499 Printing & Miscellaneous	Bookpage			\$262.80
Invoice	2024-13010053	2/12/2024			
Cash Payment	E 006-5513499 Printing & Miscellaneous	Printing			\$112.14
Invoice	2024-13011030	2/9/2024			
Cash Payment	E 006-5513300 Library Supplies	Supplies			\$1,041.91
Invoice	2024-13010030	2/9/2024			
Cash Payment	E 006-5513320 Computer Expense	Café Support			\$15,110.00
Invoice	2024-13010006	2/8/2024			
Cash Payment	E 006-5513120 Electronic materials	Materials			\$1,676.00
Invoice	2024-130100000	2/8/2024			
Cash Payment	E 006-5513499 Printing & Miscellaneous	printing			\$136.00
Invoice	2024-13010006	2/8/2024			
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$18,338.85

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Current Period: MARCH 2024

Refer	9233	<u>PLAYAWAY PRODUCTS</u>	Ck# 107874	<u>3/27/2024</u>		
Cash Payment	E 004-5513900	FOEGL gift expenditures	Audio Books		\$424.94	
Invoice	453657	2/15/2024				
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$424.94	
Refer	9234	<u>QUALITY AWARDS LLC</u>	Ck# 107875	<u>3/27/2024</u>		
Cash Payment	E 006-5513499	Printing & Miscellaneous	Name badge		\$39.65	
Invoice	32725	12/5/2023				
Cash Payment	E 006-5513499	Printing & Miscellaneous	Nmae badge		\$26.33	
Invoice	2896	2/15/2024				
Cash Payment	E 006-5513499	Printing & Miscellaneous	Name badge		\$26.78	
Invoice	32934	3/5/2024				
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$92.76	
Refer	9235	<u>INGRAM</u>	Ck# 107872	<u>3/27/2024</u>		
Cash Payment	E 006-5513134	Books Non Fiction	Books		\$34.25	
Invoice	80482297	2/14/2024				
Cash Payment	E 006-5513134	Books Non Fiction	Books		\$20.79	
Invoice	80476777	2/14/2024				
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$55.04	
Refer	9236	<u>TAYLOR COMPUTER SERVICES,IN</u>	Ck# 107876	<u>3/27/2024</u>		
Cash Payment	E 006-5513320	Computer Expense	Computer expenses		\$3,486.37	
Invoice	25847	1/31/2024				
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$3,486.37	
Refer	9237	<u>ODP BUSINESS SOLUTIONS, LLC</u>	Ck# 107873	<u>3/27/2024</u>		
Cash Payment	E 006-5513300	Library Supplies	Office Supplies		\$103.72	
Invoice	352775587001	1/31/2024				
Cash Payment	E 006-5513300	Library Supplies	Napkins		\$40.48	
Invoice	352776756001	1/31/2024				
Transaction Date	2/28/2024	Town Bank	1110300	Total	\$144.20	
Refer	9244	<u>FORWARD TS</u>	Ck# 107870	<u>3/27/2024</u>		
Cash Payment	E 006-5513310	Library Copy Machine	Library Printer		\$180.12	
Invoice	AR220732	2/28/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$180.12	
Refer	9245	<u>HOOPLA</u>	Ck# 107871	<u>3/27/2024</u>		
Cash Payment	E 006-5513120	Electronic materials	Digital ebooks, music, audiobooks, music, tv		\$311.13	
Invoice	505128408	2/29/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$311.13	
Refer	9298	<u>AWE ACQUISITION</u>	Ck# 107868	<u>3/27/2024</u>		
Cash Payment	E 007-5970600	5 yr Capital Library	AWE all in one early lit/after school educ station		\$7,448.00	
Invoice	EGPL23001-1	1/17/2024				
Transaction Date	3/12/2024	Town Bank	1110300	Total	\$7,448.00	

Payments

Current Period: MARCH 2024

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$586.27
006 Library Operating Fund		\$25,802.91
007 5 Year Capital Fund		\$7,448.00
		<hr/>
		\$33,837.18

Pre-Written Checks	\$33,837.18
Checks to be Generated by the Computer	\$0.00
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Total	\$33,837.18

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Payments

Current Period: MARCH 2024

Payment Batch 03-2024 LIB CC		\$1,258.19	
Refer	9299 <u>AMAZON</u>	Ck# 007697	3/27/2024
Cash Payment	E 006-5513106 Adult DVDs	DVDS	\$17.82
Invoice	7899426	2/2/2024	
Cash Payment	E 006-5513106 Adult DVDs	DVDS	\$19.95
Invoice	7899426	2/2/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	DVDS	\$47.78
Invoice	4794631	2/7/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	DVDS	\$19.95
Invoice	4794631	2/7/2024	
Cash Payment	E 004-5513900 FOEGL gift expenditures	DVDS	\$127.98
Invoice	2772232	2/28/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$233.48
Refer	9300 <u>HARLEY DAVIDSON MUSEUM</u>	Ck# 007701	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	ANNUAL PASS	\$500.00
Invoice	96926	2/15/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$500.00
Refer	9301 <u>CANVA.COM</u>	Ck# 007699	3/27/2024
Cash Payment	E 006-5513320 Computer Expense	SUBSCRIPTION	\$119.40
Invoice	04079-1168879	3/2/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$119.40
Refer	9302 <u>NETFLIX</u>	Ck# 007703	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	STREAMING SERVICES	\$24.14
Invoice	9584F	3/2/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$24.14
Refer	9303 <u>DISNEY PLUS</u>	Ck# 007700	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	STREAMING SERVICE FOR ROKU	\$26.23
Invoice	5AD8	3/7/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$26.23
Refer	9304 <u>AQUATIC REALMZ</u>	Ck# 007698	3/27/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	AQUARIUM SERVICES	\$90.00
Invoice	R0057112	2/16/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$90.00
Refer	9305 <u>MAD SCIENCE OF MILWAUKEE</u>	Ck# 007702	3/27/2024
Cash Payment	E 006-5513432 Youth Programing		\$220.00
Invoice	80273888933	2/12/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$220.00
Refer	9306 <u>SENDIKS</u>	Ck# 007704	3/27/2024
Cash Payment	E 006-5513300 Library Supplies	water	\$22.47
Invoice	00415426	2/21/2024	
Cash Payment	E 006-5513300 Library Supplies	water	\$22.47
Invoice	00391853	3/8/2024	
Transaction Date	3/13/2024	Town Bank	1110300
		Total	\$44.94

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Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$836.08
006 Library Operating Fund		\$422.11
		<hr/>
		\$1,258.19

Pre-Written Checks	\$1,258.19
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$1,258.19

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Payments Batch 03_2024 AP				Total
Refer	9419 AARONIN STEEL SALES, INC	-		
Cash Payment	E 001-5413210 PW equip maint & supplie	ANGLE 2X2/SQ TUBING, SHEET & PLATE		\$863.20
Invoice	11592	3/18/2024		
Transaction Date	3/20/2024	Town Bank	1110300	Total \$863.20
Refer	9418 AE GRAPHICS INC	-		
Cash Payment	E 001-5193200 GG Print/Publish/Postage	blueprint copies		\$90.25
Invoice	680671	3/19/2024		
Transaction Date	3/20/2024	Town Bank	1110300	Total \$90.25
Refer	9378 ALLIED DISTRIBUTION GROUP, LL	-		
Cash Payment	R 001-4362000 Court Fines-Expense	RESTITUTION FOR STOLEN ITEMS FROM UPS		\$328.00
Invoice	23-596	3/13/2024		
Transaction Date	3/18/2024	Town Bank	1110300	Total \$328.00
Refer	9248 ASCENSION MEDICAL GROUP/RE	-		
Cash Payment	E 001-5203425 Dispatch recruitment	Holmes, Jeff Drug screen/physical/audiogram		\$215.00
Invoice	416638	2/29/2024		
Cash Payment	E 006-5513499 Printing & Miscellaneous	Mitich, Kathleen -Drug Screen		\$90.00
Invoice	416638	2/29/2024		
Cash Payment	E 001-5423220 PW MISC	Regan, Joshua Drug screen/alcohol breath test		\$137.00
Invoice	416638	2/29/2024		
Cash Payment	E 006-5513499 Printing & Miscellaneous	Sorenson, Anna J - Drug screen		\$90.00
Invoice	416638	2/29/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total \$532.00
Refer	9249 ASSOCIATION OF SWAT PERSON	Ck# 107865 3/11/2024		
Cash Payment	E 001-5213420 Police-school/seminar/con	ASP Training Conference/Evan Schano		\$207.00
Invoice	031824	3/8/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total \$207.00
Refer	9250 AXLEY ATTORNEYS	-		
Cash Payment	E 014-5814400 Creek Daylighting Project	Easement Acquisition - Underwood Creek		\$207.00
Invoice	965487	1/30/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total \$207.00
Refer	9251 BAKER TILLY VIRCHOW KRAUSE L	-		
Cash Payment	E 001-5143315 Audit/Accounting Expense	Financial audit for year ended Dec 21, 2023		\$1,000.00
Invoice	BT2692950	2/28/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total \$1,000.00
Refer	9287 BRAUN, VALARIE	-		
Cash Payment	E 001-5523160 Instructor Fees-	Taekwondo		\$1,068.00
Invoice		3/4/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total \$1,068.00
Refer	9296 BUELOW VETTER BUIKEMA OLSO	-		
Cash Payment	E 001-5163106 Other Legal Expense	2024 police negotiations		\$680.00
Invoice		3/5/2024		
Transaction Date	3/11/2024	Town Bank	1110300	Total \$680.00
Refer	9252 CASHIN, LUKE	-		
Cash Payment	G 001-3260800 FB Beautification Comm	Recording of 6 WLS for 2023-2024		\$240.00
Invoice		3/6/2024		

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Transaction Date	3/11/2024	Town Bank	1110300	Total	\$240.00
Refer	9294 <i>CENTRAL OFFICE SYSTEMS</i>		<u>Ck# 107866 3/11/2024</u>		
Cash Payment	E 007-5970100 5 yr Capital Gen Govt		50% of deposit for GG security door access		\$4,854.00
Invoice	1431 3/6/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$4,854.00
Refer	9254 <i>CIVIC PLUS</i>		-		
Cash Payment	E 001-5143331 Internet Expense		Website annual fee renewal		\$9,491.90
Invoice	293781 2/27/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$9,491.90
Refer	9410 <i>CON-COR COMPANY, INC</i>		-		
Cash Payment	E 007-5970300 5 yr Capital Fire		DIAMOND BLADE, CONCRETE		\$244.94
Invoice	561 3/11/2024				
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$244.94
Refer	9223 <i>COREY OIL</i>		-		
Cash Payment	E 001-5413200 PW fuel		#2 ULS Clerk Diesel		\$1,469.50
Invoice	376896 2/21/2024				
Cash Payment	E 001-5413200 PW fuel		Diesel Exhaust Fluid		\$820.55
Invoice	541616 3/7/2024				
Cash Payment	E 001-5413200 PW fuel		87 Unleaded		\$910.00
Invoice	382120 2/27/2024				
Cash Payment	E 001-5413200 PW fuel		87 Unleaded		\$1,532.96
Invoice	381460 3/6/2024				
Cash Payment	E 001-5413200 PW fuel		#2 ULS Clear Diesel		\$2,012.91
Invoice	381461 3/6/2024				
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$6,745.92
Refer	9380 <i>DAILY REPORTER PUBLISHING C</i>		-		
Cash Payment	E 013-5970402 Engineering/Design -		PUBLIC NOTICE 03/04/24 & 03/06/24		\$184.34
Invoice	745679885 3/6/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$184.34
Refer	9259 <i>DARLEY & CO</i>		-		
Cash Payment	E 007-5970300 5 yr Capital Fire		Boots		\$1,323.74
Invoice	17523700 3/7/2024				
Cash Payment	E 007-5970300 5 yr Capital Fire		INSULATED RUBBER BOOTS		\$230.00
Invoice	17524009 3/12/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,553.74
Refer	9261 <i>DIVERSIFIED BENEFIT SERVICES I</i>		-		
Cash Payment	E 001-5142030 Adminstrative Fee-HRA		March 105-HRA Health		\$197.60
Invoice	404840 3/5/2024				
Cash Payment	E 001-5142020 FSA Sect 125 administrati		MARCH 125-FSA FLEXIBLE		\$127.34
Invoice	405664 3/15/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$324.94
Refer	9381 <i>ELECTION SOURCE</i>		-		
Cash Payment	E 001-5143199 Election Miscellaneous		AB AND SVD ROLLING BAGS		\$426.23
Invoice	24-7861 3/11/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$426.23
Refer	9425 <i>ELM GROVE PROFESSIONAL POLI</i>		-		
Cash Payment	G 001-2111300 Union Dues-Police		2024 dues \$50.50 per month- Feb		\$757.50
Invoice					

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Transaction Date	3/22/2024	Town Bank	1110300	Total	\$757.50
Refer	9293 <i>ELMBROOK HUMANE SOCIETY</i>	-			
Cash Payment	E 001-5143320 Elmbrook Humane Society	MONTHLY CONTRACT FEE			\$743.75
Invoice					
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$743.75
Refer	9262 <i>EMERGENCY APPARATUS MAINT</i>	-			
Cash Payment	E 001-5233200 Fire-truck maintenance	Toggle switch/rubber boots/push button			\$131.05
Invoice	131035	1/25/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$131.05
Refer	9291 <i>EMS MANAGEMENT & CONSULTA</i>	-			
Cash Payment	E 008-5223260 Ambo Billing Charges	EMS ambo billing Feb 2024			\$709.36
Invoice	EMS-002702	2/29/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$709.36
Refer	9263 <i>FORWARD TS</i>	-			
Cash Payment	E 001-5143326 Village wide copy equip	Fire Dept Printer			\$11.34
Invoice	AR220734	2/28/2024			
Cash Payment	E 001-5143326 Village wide copy equip	Dispatch Printer			\$5.25
Invoice	AR220733	2/28/2024			
Cash Payment	E 001-5143326 Village wide copy equip	PD Printer			\$1,112.06
Invoice	AR220731	2/28/2024			
Cash Payment	E 001-5143326 Village wide copy equip	GG Printer			\$447.73
Invoice	AR220735	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,576.38
Refer	9268 <i>FRIED, KATHLEEN A</i>	-			
Cash Payment	E 001-5523160 Instructor Fees-	Yoga			\$720.25
Invoice		3/4/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$720.25
Refer	9264 <i>GOODYEAR AUTO SERVICE CENT</i>	-			
Cash Payment	E 001-5213210 Police-vehicle repair/maint	Squad 71- Flat tire			\$47.19
Invoice	0000057011	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$47.19
Refer	9218 <i>HEFFERNAN, ROBERT</i>	-			
Cash Payment	E 001-5233400 Fire-Communications	Reimbursement for Active 911-Annual Subscription - Alerting dept members			\$524.66
Invoice		3/1/2024			
Cash Payment	E 008-5223400 EMS Communications	Reimbursement for Active 911-Annual Subscription - Alerting dept members			\$524.66
Invoice		3/1/2024			
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$1,049.32
Refer	9383 <i>HOPKINS SPORTS CAMPS, LLC</i>	-			
Cash Payment	E 001-5523160 Instructor Fees-	BASEBALL TOTS			\$207.00
Invoice	56737	3/11/2024			
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$207.00
Refer	9224 <i>JANI-KING OF MILWAUKEE</i>	-			
Cash Payment	E 001-5143350 Bldg Cleaning- Contract	March Monthly contract			\$2,112.00
Invoice	MIL03240042	3/1/2024			
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$2,112.00
Refer	9266 <i>JOHNS DISPOSAL SERVICE</i>	-			

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Cash Payment	E 001-5443100	Contracted Waste Collecti	February 2024 landfill charges						\$5,646.54
Invoice	1297530		3/6/2024						
Cash Payment	E 001-5443100	Contracted Waste Collecti	Contracted Billing/Garbage						\$21,716.52
Invoice	1295839		2/29/2024						
Cash Payment	E 001-5443200	Contracted Recycling Coll	Contracted Billing/Recycling						\$19,272.33
Invoice	1295839		2/29/2024						
Cash Payment	E 001-5443100	Contracted Waste Collecti	Municipal Bulky						\$2,227.89
Invoice	1295839		2/29/2024						
Cash Payment	E 001-5443200	Contracted Recycling Coll	Contracted Billing/32 Rec						\$865.20
Invoice	1295839		2/29/2024						
Cash Payment	E 001-5443500	Brush Disposal	Landfill charges - 900 wall st						\$141.74
Invoice	1295839		2/29/2024						
Cash Payment	E 001-5443100	Contracted Waste Collecti	Jan						\$21,716.52
Invoice	1273923		1/26/2024						
Cash Payment	E 001-5443200	Contracted Recycling Coll	Jan 2024						\$19,272.33
Invoice	127923		1/26/2024						
Cash Payment	E 001-5443100	Contracted Waste Collecti	Jan 2024 bulky						\$2,227.89
Invoice	1273923		1/26/2024						
Cash Payment	E 001-5443200	Contracted Recycling Coll	jan 2024 cont						\$865.20
Invoice	1273923		1/26/2024						
Transaction Date	3/11/2024	Town Bank	1110300	Total					\$93,952.16
Refer	9267	JOHNSON NURSERY	-						
Cash Payment	E 001-5443500	Brush Disposal	Yard waste 20 yards or more						\$144.00
Invoice	02245100		2/29/2024						
Transaction Date	3/11/2024	Town Bank	1110300	Total					\$144.00
Refer	9414	KORKOS INVESTMENTS LLC	-						
Cash Payment	G 001-1210150	Tax Refunds Owed	REPLACE LOST TAX REFUND 2023						\$1,083.22
Invoice			3/26/2024						
Transaction Date	3/20/2024	Town Bank	1110300	Total					\$1,083.22
Refer	9269	LAKESIDE INTERNATIONAL TRUC	-						
Cash Payment	E 001-5413210	PW equip maint & supplie	Spring replacement, diagnostics/repair fuel and emissions						\$11,207.79
Invoice	1082710		3/4/2024						
Transaction Date	3/11/2024	Town Bank	1110300	Total					\$11,207.79
Refer	9257	LARSEN, DAN LANDSCAPING INC	-						
Cash Payment	E 001-5443500	Brush Disposal	6 loads of mulch						\$900.00
Invoice			2/26/2024						
Transaction Date	3/11/2024	Town Bank	1110300	Total					\$900.00
Refer	9225	LEMBERG ELECTRIC CO INC	-						
Cash Payment	E 001-5413199	PW Bldg & grounds maint	Install Manual transfer panel with breakers and input receptacle						\$1,895.00
Invoice	181648		2/22/2024						
Transaction Date	2/27/2024	Town Bank	1110300	Total					\$1,895.00
Refer	9270	LEXIPOL	-						
Cash Payment	E 007-5970300	5 yr Capital Fire	Fire Tier I/II Implementation						\$4,974.30
Invoice	INVLEX1233002		2/29/2024						
Transaction Date	3/11/2024	Town Bank	1110300	Total					\$4,974.30
Refer	9272	LF GEORGE INC	-						
Cash Payment	E 001-5413210	PW equip maint & supplie	Hydraulic pump for excavator						\$1,669.60
Invoice	IC92721		2/27/2024						

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Transaction Date	3/11/2024	Town Bank	1110300	Total	\$1,669.60
Refer	9273 LINDE GAS & EQUIPMENT INC	-			
Cash Payment	E 008-5223230 Ambo Medical Supplies	Med supplies			\$196.36
Invoice	41275109 2/22/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$196.36
Refer	9426 LOWES HOME CENTERS INC	-			
Cash Payment	E 001-5173200 GG Bldg maintenance	supplies			\$84.34
Invoice					
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	bldg supplies-GG door			\$232.21
Invoice	99006806402-32 3/2/2024				
Transaction Date	3/22/2024	Town Bank	1110300	Total	\$316.55
Refer	9226 MCE - RITTER TECHNOLOGY, LLC	-			
Cash Payment	E 001-5413210 PW equip maint & supplie	male conn and male connector			\$73.22
Invoice	d49197-001 2/21/2024				
Cash Payment	E 001-5413210 PW equip maint & supplie	QUICK COUPLER			\$136.32
Invoice	d59078-001 3/13/2024				
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$209.54
Refer	9275 METRO MUNICIPAL CLERK ASSOC	-			
Cash Payment	E 001-5143000 GG Training/Dues	Renewal Membership -Clerk			\$30.00
Invoice					
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$30.00
Refer	9386 MIDWEST FIBER	-			
Cash Payment	E 001-5143331 Internet Expense	monthly fee			\$950.66
Invoice	37343 3/15/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$950.66
Refer	9421 PERSONNEL EVALUATION INC	-			
Cash Payment	E 001-5203425 Dispatch recruitment	DISPATCHER RECRUITMENT			\$25.00
Invoice	50652 2/29/2024				
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$25.00
Refer	9416 R&R INSURANCE SERVICES INC	-			
Cash Payment	E 001-5193415 Insurance- Gen Liability/Cr	GEN LIAB/CRIME/CYBER			\$7,677.37
Invoice	2988666 4/1/2024				
Cash Payment	E 001-5193416 Insurance- Police Professi	POLICE PROF LIAB			\$5,510.50
Invoice	2988666 4/1/2024				
Cash Payment	E 001-5193430 Insurance- Vehicles	AUTO/HWY EQUIP LIAB			\$2,808.75
Invoice	2988666 4/1/2024				
Cash Payment	E 001-5193435 Insurance -Public Officials	PUBLIC OFFICIALS			\$8,637.32
Invoice	2988666 4/1/2024				
Cash Payment	E 001-5193430 Insurance- Vehicles	AUTO PHYSICAL DAMAGE			\$5,933.75
Invoice	2988666 4/1/2024				
Cash Payment	E 002-3230550 Insurance	SEWER BACKUP/5%	Project 0		\$3,986.06
Invoice	2988666 4/1/2024				
Cash Payment	E 001-5193445 Insurance- Workers comp	Workers Compensation			\$27,420.50
Invoice	2988667 4/1/2024				
Cash Payment	E 002-3230550 Insurance	Workers Compensation			\$1,443.50
Invoice	2988667 4/1/2024				
Transaction Date	3/20/2024	Town Bank	1110300	Total	\$63,417.75
Refer	9373 REGISTRATION FEE TRUST	Ck# 107867	3/18/2024		

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Cash Payment	E 001-5213210	Police-vehicle repair/maint	REPLACE STANDARD PLATE WI 639-EGU		\$8.00
Invoice	3/18/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$8.00
Refer	<u>9424 RUEKERT MIELKE, INC.</u>				
Cash Payment	E 001-5423300	PW Consulting Services	maps		\$112.29
Invoice 150848	3/11/2024				
Cash Payment	G 001-3340753	Resident Billings	Horizon=stomrwater review		\$502.50
Invoice 150848	3/11/2024				
Cash Payment	G 001-3340753	Resident Billings	Mandel- sanitary sewer		\$1,055.25
Invoice 150848	3/11/2024				
Cash Payment	E 005-5814500	NR216 Planning	NR 216		\$394.34
Invoice 150850	3/11/2024				
Cash Payment	E 002-3230455	MMSD- PP/II Project Cost	PPII inspections		\$189.00
Invoice 150849	3/11/2024				
Cash Payment	E 005-5813260	Highland Culvert	Highland culvert design		\$8,842.75
Invoice 150853	3/11/2024				
Cash Payment	E 001-5423300	PW Consulting Services	Grant Assistance		\$1,474.00
Invoice 150852	3/11/2024				
Cash Payment	E 013-5970401	Annual Street Paving	Highland pathway		\$35,203.36
Invoice 150851	3/11/2024				
Transaction Date	3/22/2024	Town Bank	1110300	Total	\$47,773.49
Refer	<u>9277 SAFEBUILT</u>				
Cash Payment	E 001-5241000	Inspections-Building	Building		\$3,387.23
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241100	Inspections-Electrical	Electrical		\$1,966.90
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241150	Inspections- HVAC	HVAC		\$8,605.47
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241200	Inspections- Plumbing	Plumbing		\$1,216.13
Invoice 276482	2/29/2024				
Cash Payment	E 001-5241000	Inspections-Building	Building at 85%		\$3,995.00
Invoice 276482	2/29/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$19,170.73
Refer	<u>9292 SAFEWAY PEST MANAGEMENT</u>				
Cash Payment	E 001-5173200	GG Bldg maintenance	monthly service		\$60.00
Invoice 728147	3/11/2024				
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$60.00
Refer	<u>9382 SAYAS, ELIZABETH</u>				
Cash Payment	G 001-2110300	Accr Payroll	REPLACE PAYROLL CHECK		\$99.73
Invoice	3/26/2024				
Transaction Date	3/18/2024	Town Bank	1110300	Total	\$99.73
Refer	<u>9243 SECURIAN FINANCIAL GROUP INC Ck# 107864 3/7/2024</u>				
Cash Payment	E 001-5142005	GG life insurance	GG LIFE INS		\$144.22
Invoice 1410	3/7/2024				
Cash Payment	E 001-5202005	Dispatch Life Insurance	DISPATCH LIFE INS		\$65.08
Invoice 1410	3/7/2024				
Cash Payment	E 001-5212005	Police Life Insurance	PD LIFE INS		\$245.02
Invoice 1410	3/7/2024				
Cash Payment	E 001-5232000	Fire-Life/Disability Insuran	FIRE LIFE INS		\$0.00
Invoice 1410	3/7/2024				

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Cash Payment	E 001-5412005	DPW- life insurance	DPW LIFE INS		\$75.22
Invoice	1410	3/7/2024			
Cash Payment	E 001-5612005	Forestry- Life Insur	FORESTRY LIFE INS		\$45.86
Invoice	1410	3/7/2024			
Cash Payment	E 006-5512005	Library- life insurance	LIB LIFE INS		\$118.69
Invoice	1410	3/7/2024			
Cash Payment	E 001-5522005	Recreation-life insurance	REC LIFE INS		\$3.30
Invoice	1410	3/7/2024			
Cash Payment	G 001-2111600	Life Insurance Payable	PAYABLE LIFE INS		\$531.19
Invoice	1410	3/7/2024			
Transaction Date	3/7/2024	Town Bank	1110300	Total	\$1,228.58
Refer	9278	SMART SPACES	-		
Cash Payment	E 011-6111000	Equipment Purchased-AR	AV Contract Service 1/11/24 video feed from PC in courtroom not displayed in conference room		\$192.19
Invoice	10002225	2/28/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$192.19
Refer	9280	STATEWIDE SECURITY SYSTEMS	-		
Cash Payment	E 001-5413000	Telephone,alarms PW	Monitoring - Next Quarter		\$120.00
Invoice	197309	3/1/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$120.00
Refer	9282	STERNITZKY, NICCI	-		
Cash Payment	G 001-3260800	FB Beautification Comm	Envelopes and Postage to send required Earth and Arbor Day letters		\$71.55
Invoice		3/6/2024			
Transaction Date	3/11/2024	Town Bank	1110300	Total	\$71.55
Refer	9227	STREICHER S	-		
Cash Payment	E 009-5990400	Police	Earpieces		\$1,719.86
Invoice	I1679864	2/1/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Tourniquet		\$31.99
Invoice	I1683514	2/21/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Name tag cloth - Anhalt		\$11.99
Invoice	I1683516	2/21/2024			
Cash Payment	G 001-1235000	Due From Elmbrook- SRO	SRO Earpiece - Elmbrook		\$129.99
Invoice	I1679861	2/1/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Combat Application Tourniquet		\$31.99
Invoice	I1685309	2/29/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	Duty Hats		\$254.97
Invoice	I1685327	2/29/2024			
Cash Payment	E 007-5970200	5 yr Capital Police	Holsters		\$2,845.00
Invoice	I1681890	2/13/2024			
Cash Payment	E 007-5970200	5 yr Capital Police	Handguns		\$808.20
Invoice	I1684712	2/27/2024			
Cash Payment	E 001-5213410	Police-Firearms training e	ammo		\$1,995.92
Invoice	I1681918	2/13/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	anhalt		\$290.99
Invoice	I1686741	3/7/2024			
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	PD uniform patches		\$510.00
Invoice	I1686742	3/7/2024			
Transaction Date	2/27/2024	Town Bank	1110300	Total	\$8,630.90
Refer	9285	TRANS UNION LLC	-		

Payments

Current Period: MARCH 2024

Cash Payment	E 001-5203425	Dispatch recruitment	Dispatch recruitment		\$32.02
Invoice	02405648	2/25/2024			
Transaction Date	3/11/2024		Town Bank	1110300	Total \$32.02
Refer	9390	UPTOWN MOTORS	-		
Cash Payment	E 001-5413210	PW equip maint & supplie	Director's car		\$11.12
Invoice	517458	3/12/2024			
Transaction Date	3/18/2024		Town Bank	1110300	Total \$11.12
Refer	9288	WAUKESHA CO TREASURER	-		
Cash Payment	E 001-5443500	Brush Disposal	Community Compost Program		\$6,547.40
Invoice	2024-100900004	1/24/2024			
Cash Payment	E 001-5143300	Tax Roll Preparation Exp	Local Tax Bill Collections		\$6,458.40
Invoice	2024-550100005	3/1/2024			
Cash Payment	R 001-4362000	Court Fines-Expense	OWI & Jail surcharges for February		\$1,818.89
Invoice		3/18/2024			
Transaction Date	3/11/2024		Town Bank	1110300	Total \$14,824.69
Refer	9392	WI COURT FINES AND SURCHARG	-		
Cash Payment	R 001-4362000	Court Fines-Expense	February penalty surcharges		\$4,703.20
Invoice		3/18/2024			
Transaction Date	3/18/2024		Town Bank	1110300	Total \$4,703.20

Fund Summary

	1110300	Town Bank
001 General Fund		\$245,389.53
002 Sewer Fund		\$5,618.56
005 Stormwater Operation Fund		\$9,237.09
006 Library Operating Fund		\$298.69
007 5 Year Capital Fund		\$15,512.39
008 Emergency Medical Service		\$1,430.38
009 Donation Fund		\$1,719.86
011 Covid- ARPA Fund		\$192.19
013 Transportation Fund		\$35,387.70
014 TIF #2 Special Revenue Fund		\$207.00
		\$314,993.39

Pre-Written Checks	\$6,297.58
Checks to be Generated by the Computer	\$308,695.81
Total	\$314,993.39